

# **PAYROLL CORE REPORTS**



<b>PAYROLL CORE REPORTS TABLE OF CONTENTS</b> <b>By Report Number</b>		
<b>REPORT #</b>	<b>TITLE</b>	<b>G-PAY PAGE #</b>
NAB6188	CFC TRANSACTION INTERFACE REPORT	285
100	T & A REPORTED HOURS	109
101	OLD VS NEW NORMALS	3
102	NET PAY/VOLUNTARY ALLOTMENT DISPOSITION REGISTER (DD-EFT)	53
103	NET PAY DISPOSITION REGISTER (NON-EFT)	112
104	HEALTH INSURANCE NOT PAID	82
106	PAYROLL CASH AWARDS REGISTER	233
106	PAYROLL CASH AWARDS REGISTER - NON-PERSONNEL ACTION CASH AWARDS	235
106	PAYROLL CASH AWARDS REGISTER - CENTER TOTALS	236
106	PAYROLL CASH AWARDS REGISTER - STATE TAX SUMMARY	237
106	PAYROLL CASH AWARDS REGISTER - CITY TAX SUMMARY	238
107	LIMITED APPOINTMENT EMPLOYEES	50
108	PAYROLL AWARDS HISTORY	239
109	DONATED ANNUAL LEAVE FOR HISTORY	244
110	DONATED ANNUAL LEAVE	240
111	PERMANENT CHANGE OF STATION	241
112	MASSCFC SUSPENSE RECONCILIATION	243
113	PAYROLL ADVANCE PAY REGISTER	259
114	ICB ASSOCIATED BUSINESS PUBLICATIONS REPORT	269
115	ICB CASH AWARDS LISTING	270
116	CASH AWARDS ROYALTIES	271
117	NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING	273
117	NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING SUMMARY	273
118	NON-PERSONNEL ACTION CASH AWARDS MASTER LISTING	275
119	TIME OFF AWARD REGISTER	283
200	MASTER EMPLOYEE RECORD (PAGE 1 OF 5)	86
200	MASTER EMPLOYEE RECORD (PAGE 2 OF 5)	95
200	MASTER EMPLOYEE RECORD (PAGE 3 OF 5)	97
200	MASTER EMPLOYEE RECORD - LEAVE REGISTER (PAGE 4 OF 5)	102
200	MASTER EMPLOYEE RECORD - THRIFT SAVINGS PLAN (PAGE 5 OF 5)	107
201	TRANSACTION REPORT	1
202	PAYROLL REGISTER	27
203	LEAVE AND PAY PROCESSING INFORMATION REPORT	2
204	T & A PAID HOURS	5
250	TALC ADJUSTMENTS AND THEIR RESOLUTION	286
301	BOND STATUS REGISTER	16
302	BOND ENROLLMENT REGISTER	18
303	WORK YEARS & PERSONNEL COSTS	55
304	FULL TIME EQUIVALENT (FTE) WORK YEAR REPORT	75
305	FULL TIME EQUIVALENT (FTE) PAY STATUS/ZERO HOURS REPORT	120
306	FULL TIME EQUIVALENT (FTE) ACCESSIONS REPORT	121
307	FULL TIME EQUIVALENT (FTE) SEPARATIONS REPORT	122
309	PAYROLL CONSOLIDATED OVERTIME/COMPENSATORY - TIME/CREDIT-HOUR REPORT	276

<b>PAYROLL CORE REPORTS TABLE OF CONTENTS</b> <b>By Report Number</b>		
<b>REPORT #</b>	<b>TITLE</b>	<b>G-PAY PAGE #</b>
310	OVERTIME REPORT	78
311	(RELIGIOUS) (COMPENSATORY) TIME REPORT	80
312	CREDIT HOURS REGISTER	83
313	FULL TIME EQUIVALENT (FTE) STATUS CHANGE REPORT	77
314	TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN)	84
315	LEAVE STATUS REPORT	284
400	HEALTH BENEFITS REGISTER	21
401	UNION DUES REPORT	25
402	COMBINED FEDERAL CAMPAIGN REGISTER	26
403	CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT	7
404	BOND REQUEST REGISTER	17
405	FULL TIME EQUIVALENT (FTE) REPORT	73
406	SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS	34
408	(STATE) (COUNTY) (CITY) TAX W/H REPORT	60
408	(STATE)(COUNTY)(CITY) TAX W/H REPORT - NON- PERSONNEL ACTION CASH AWARDS	64
409	SF 1150 RECORD OF LEAVE DATA	57
410	OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT REPORT	13
411	SF 2807 CSRS-REGISTER OF SEPARATIONS AND TRANSFERS	19
412	SF 3103 FERS-REGISTER OF SEPARATIONS AND TRANSFERS	20
413	SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD	67
414	SF 3100 FERS INDIVIDUAL RETIREMENT RECORD	70
415	FEDERAL WITHHOLDING TAXES (FIT, FICA, HIT)	65
415	FEDERAL WITHHOLDING TAXES (FIT, FICA, HIT) - NON- PERSONNEL ACTION CASH AWARDS	66
416	OPM 1525 CSRS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS	69
417	OPMS 1564 FERS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS	72
418	W-2 FORM WAGE & TAX STATEMENT	113
419	W-2 CHECKLIST	290
419	W-2 CHECKLIST - NON-PERSONNEL ACTION CASH AWARDS	292
420	BI-WEEKLY RETIREMENT REPORT	147
421	CSRS ACCOUNT REPORT	151
422	FERS ACCOUNT REPORT	154
423	INDIVIDUAL PAY RECORD	158
424	YEAR END LEAVE REPORT	164
425	SEMIANNUAL PAYROLL SAVINGS PLAN - BONDS REPORT	246
426	ANNUAL LEAVE LIABILITY AND OTHER LEAVE/HOUR BALANCES REPORT	260
427	IRS FORM 1099 MISCELLANEOUS INCOME	262
427	IRS FORM 1099 MISCELLANEOUS INCOME	263
428	POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS	294
433	LWOP SCD HOURS RESET	297
456	NEBA BIWEEKLY SUMMARY	289
457	CHILD SUPPORT ENFORCEMENT PROGRAM BIWEEKLY NEW PAYROLL HIRE REPORT	295

<b>PAYROLL CORE REPORTS TABLE OF CONTENTS</b> <b>By Report Number</b>		
<b>REPORT #</b>	<b>TITLE</b>	<b>G-PAY PAGE #</b>
458	CHILD SUPPORT ENFORCEMENT PROGRAM QUARTERLY WAGE REPORT	296
500	NON-EFT TAPE LISTING	123
505	GAINS AND LOSSES TO NORMALS FROM PAY BLOCK MIGRATION	129
506	TRANSMISSION TAPE LISTING	130
506	TRANSMISSION TAPE LISTING PAYROLL	133
506	EFT TAPE LISTING	134
507	FEDERAL RETIREMENT THRIFT SAVINGS PLAN - CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER	135
508	SOCIAL SECURITY TAPE - "S" RECORD STATISTICS	245
518	W2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES (REPORT 1 OF 3)	264
555	LEAVE AND EARNINGS STATEMENT	298
818	FUND SOURCE 1 REPORT	247
950	PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY	166
951	LIST ACTIONS FOR EMPLOYEE - SEMP	167
952	LIST ACTIONS ON SUSPENSE - SACT	168
953	SF 1166 INFORMATION - TAPES	169
954	SF 1166 INFORMATION - FEDERAL RESERVE TAXES	171
955	VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM1523 FEHB BREAKOUT	172
955	VOUCHER INFORMATION - SF 2812, SF 2812A, OPM1523 FEHB BREAKOUT AND OPM1523 FEHB BREAKOUT	173
956	SF 1166 INFORMATION - CFC TOTALS	174
957	SF 1166 INFORMATION - UNION DUES	175
958	SF 1166 INFORMATION - SF 16BOND	176
959	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ	177
960	VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM1523 INSURANCE	194
961	TSP VOUCHER INFORMATION - TSP2	196
962	SF 1166 INFORMATION - STATE/LOCAL TAXES	198
963	SF 1166 INFORMATION - MISCELLANEOUS PAYMENTS	199
964	ACCOUNTING INFORMATION - ACCTBRK	200
965	VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT	208
967	SAVINGS ALLOTMENT SUMMARY - QALLOT	210
968	OLD VERSUS NEW NORMALS - QNORM	211
969	PAYROLL REGISTER - QREG	214
970	PERSONNEL DATA - PERSON	218
972	T & A REPORTED HOURS - QTAR	220
973	TOUR OF DUTY NORMALS - QPAY)	221
974	PAY PERIOD HISTORY1 - QHIST1	228
975	BONDS CONTROL - QBOND	229
976	NEW EMPLOYEE LIST - QNEW	230
977	TERMINATED EMPLOYEE LIST - QTERM	231
978	AWARDS CONTROL - QAWARD	232
979	NON-PERSONNEL ACTION CASH AWARDS QUERY - QCASH	281
3005	LWOP T&A GENERATE	136
5010	ADMINISTRATION TRANSACTION REPORT	146

<b>PAYROLL CORE REPORTS TABLE OF CONTENTS</b> <b>By Report Number</b>		
<b>REPORT #</b>	<b>TITLE</b>	<b>G-PAY PAGE #</b>
5020	SECURITY VIOLATIONS REPORT	288
5101B	EDIT UPDATE - T & A PROCESSING FOR PAY BLOCK	127
5101	EDIT UPDATE - MER PROCESSING (REPORT 1 OF 4)	142
5101	EDIT UPDATE - TABLE PROCESSING (REPORT 2 OF 4)	143
5101	EDIT UPDATE - CONTROL PROCESSING (REPORT 3 OF 4)	144
5101	EDIT UPDATE - OTHER PROCESSING (REPORT 4 OF 4)	145
6020	MILITARY LEAVE FISCAL YEAR END REPORT	138
6030	LEAVE YEAR END UPDATE REPORT	139
6032	PAYROLL/PERSONNEL INACTIVE EMPLOYEE DELETION	137
6034	LEAVE YEAR END AL PROJECTION PROCESSING	141

<b>PAYROLL CORE REPORTS TABLE OF CONTENTS</b> <b>By Page Number</b>		
<b>REPORT #</b>	<b>TITLE</b>	<b>G-PAY PAGE #</b>
201	TRANSACTION REPORT	1
203	LEAVE AND PAY PROCESSING INFORMATION REPORT	2
101	OLD VS NEW NORMALS	3
204	T & A PAID HOURS	5
403	CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT	7
410	OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT REPORT	13
301	BOND STATUS REGISTER	16
404	BOND REQUEST REGISTER	17
302	BOND ENROLLMENT REGISTER	18
411	SF 2807 CSRS-REGISTER OF SEPARATIONS AND TRANSFERS	19
412	SF 3103 FERS-REGISTER OF SEPARATIONS AND TRANSFERS	20
400	HEALTH BENEFITS REGISTER	21
401	UNION DUES REPORT	25
402	COMBINED FEDERAL CAMPAIGN REGISTER	26
202	PAYROLL REGISTER	27
406	SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS	34
107	LIMITED APPOINTMENT EMPLOYEES	50
102	NET PAY/VOLUNTARY ALLOTMENT DISPOSITION REGISTER (DD-EFT)	53
303	WORK YEARS & PERSONNEL COSTS	55
409	SF 1150 RECORD OF LEAVE DATA	57
408	(STATE) (COUNTY) (CITY) TAX W/H REPORT	60
408	(STATE)(COUNTY)(CITY) TAX W/H REPORT - NON-PERSONNEL ACTION CASH AWARDS	64
415	FEDERAL WITHHOLDING TAXES (FIT, FICA, HIT)	65
415	FEDERAL WITHHOLDING TAXES (FIT, FICA, HIT) - NON-PERSONNEL ACTION CASH AWARDS	66
413	SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD	67
416	OPM 1525 CSRS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS	69
414	SF 3100 FERS INDIVIDUAL RETIREMENT RECORD	70
417	OPMS 1564 FERS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS	72
405	FULL TIME EQUIVALENT (FTE) REPORT	73
304	FULL TIME EQUIVALENT (FTE) WORK YEAR REPORT	75
313	FULL TIME EQUIVALENT (FTE) STATUS CHANGE REPORT	77
310	OVERTIME REPORT	78
311	(RELIGIOUS) (COMPENSATORY) TIME REPORT	80
104	HEALTH INSURANCE NOT PAID	82
312	CREDIT HOURS REGISTER	83
314	TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN)	84
200	MASTER EMPLOYEE RECORD (PAGE 1 OF 5)	86
200	MASTER EMPLOYEE RECORD (PAGE 2 OF 5)	95
200	MASTER EMPLOYEE RECORD (PAGE 3 OF 5)	97
200	MASTER EMPLOYEE RECORD - LEAVE REGISTER (PAGE 4 OF 5)	102

<b>PAYROLL CORE REPORTS TABLE OF CONTENTS</b> <b>By Page Number</b>		
<b>REPORT #</b>	<b>TITLE</b>	<b>G-PAY PAGE #</b>
200	MASTER EMPLOYEE RECORD - THRIFT SAVINGS PLAN (PAGE 5 OF 5)	107
100	T & A REPORTED HOURS	109
103	NET PAY DISPOSITION REGISTER (NON-EFT)	112
418	W-2 FORM WAGE & TAX STATEMENT	113
305	FULL TIME EQUIVALENT (FTE) PAY STATUS/ZERO HOURS REPORT	120
306	FULL TIME EQUIVALENT (FTE) ACCESSIONS REPORT	121
307	FULL TIME EQUIVALENT (FTE) SEPARATIONS REPORT	122
500	NON-EFT TAPE LISTING	123
5101B	EDIT UPDATE - T & A PROCESSING FOR PAY BLOCK	127
505	GAINS AND LOSSES TO NORMALS FROM PAY BLOCK MIGRATION	129
506	TRANSMISSION TAPE LISTING	130
506	TRANSMISSION TAPE LISTING PAYROLL	133
506	EFT TAPE LISTING	134
507	FEDERAL RETIREMENT THRIFT SAVINGS PLAN - CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER	135
3005	LWOP T&A GENERATE	136
6032	PAYROLL/PERSONNEL INACTIVE EMPLOYEE DELETION	137
6020	MILITARY LEAVE FISCAL YEAR END REPORT	138
6030	LEAVE YEAR END UPDATE REPORT	139
6034	LEAVE YEAR END AL PROJECTION PROCESSING	141
5101	EDIT UPDATE - MER PROCESSING (REPORT 1 OF 4)	142
5101	EDIT UPDATE - TABLE PROCESSING (REPORT 2 OF 4)	143
5101	EDIT UPDATE - CONTROL PROCESSING (REPORT 3 OF 4)	144
5101	EDIT UPDATE - OTHER PROCESSING (REPORT 4 OF 4)	145
5010	ADMINISTRATION TRANSACTION REPORT	146
420	BI-WEEKLY RETIREMENT REPORT	147
421	CSRS ACCOUNT REPORT	151
422	FERS ACCOUNT REPORT	154
423	INDIVIDUAL PAY RECORD	158
424	YEAR END LEAVE REPORT	164
950	PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY	166
951	LIST ACTIONS FOR EMPLOYEE - SEMP	167
952	LIST ACTIONS ON SUSPENSE - SACT	168
953	SF 1166 INFORMATION - TAPES	169
954	SF 1166 INFORMATION - FEDERAL RESERVE TAXES	171
955	VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM1523 FEHB BREAKOUT	172
955	VOUCHER INFORMATION - SF 2812, SF 2812A, OPM1523 FEHB BREAKOUT AND OPM1523 FEHB BREAKOUT	173
956	SF 1166 INFORMATION - CFC TOTALS	174
957	SF 1166 INFORMATION - UNION DUES	175
958	SF 1166 INFORMATION - SF 16BOND	176
959	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ	177
960	VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM1523 INSURANCE	194
961	TSP VOUCHER INFORMATION - TSP2	196
962	SF 1166 INFORMATION - STATE/LOCAL TAXES	198



<b>PAYROLL CORE REPORTS TABLE OF CONTENTS</b> <b>By Page Number</b>		
<b>REPORT #</b>	<b>TITLE</b>	<b>G-PAY PAGE #</b>
963	SF 1166 INFORMATION - MISCELLANEOUS PAYMENTS	199
964	ACCOUNTING INFORMATION - ACCTBRK	200
965	VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT	208
967	SAVINGS ALLOTMENT SUMMARY - QALLOT	210
968	OLD VERSUS NEW NORMALS - QNORM	211
969	PAYROLL REGISTER - QREG	214
970	PERSONNEL DATA - PERSON	218
972	T & A REPORTED HOURS - QTAR	220
973	TOUR OF DUTY NORMALS - QPAY)	221
974	PAY PERIOD HISTORY1 - QHIST1	228
975	BONDS CONTROL - QBOND	229
976	NEW EMPLOYEE LIST - QNEW	230
977	TERMINATED EMPLOYEE LIST - QTERM	231
978	AWARDS CONTROL - QAWARD	232
106	PAYROLL CASH AWARDS REGISTER	233
106	PAYROLL CASH AWARDS REGISTER - NON-PERSONNEL ACTION CASH AWARDS	235
106	PAYROLL CASH AWARDS REGISTER - CENTER TOTALS	236
106	PAYROLL CASH AWARDS REGISTER - STATE TAX SUMMARY	237
106	PAYROLL CASH AWARDS REGISTER - CITY TAX SUMMARY	238
108	PAYROLL AWARDS HISTORY	239
110	DONATED ANNUAL LEAVE	240
111	PERMANENT CHANGE OF STATION	241
112	MASSCFC SUSPENSE RECONCILIATION	243
109	DONATED ANNUAL LEAVE FOR HISTORY	244
508	SOCIAL SECURITY TAPE - "S" RECORD STATISTICS	245
425	SEMIANNUAL PAYROLL SAVINGS PLAN - BONDS REPORT	246
818	FUND SOURCE 1 REPORT	247
113	PAYROLL ADVANCE PAY REGISTER	259
426	ANNUAL LEAVE LIABILITY AND OTHER LEAVE/HOUR BALANCES REPORT	260
427	IRS FORM 1099 MISCELLANEOUS INCOME	262
427	IRS FORM 1099 MISCELLANEOUS INCOME	263
518	W2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES (REPORT 1 OF 3)	264
114	ICB ASSOCIATED BUSINESS PUBLICATIONS REPORT	269
115	ICB CASH AWARDS LISTING	270
116	CASH AWARDS ROYALTIES	271
117	NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING	273
117	NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING SUMMARY	273
118	NON-PERSONNEL ACTION CASH AWARDS MASTER LISTING	275
309	PAYROLL CONSOLIDATED OVERTIME/COMPENSATORY - TIME/CREDIT-HOUR REPORT	276
979	NON-PERSONNEL ACTION CASH AWARDS QUERY - QCASH	281
119	TIME OFF AWARD REGISTER	283
315	LEAVE STATUS REPORT	284
NAB6188	CFC TRANSACTION INTERFACE REPORT	285
250	TALC ADJUSTMENTS AND THEIR RESOLUTION	286

<b>PAYROLL CORE REPORTS TABLE OF CONTENTS</b> <b>By Page Number</b>		
<b>REPORT #</b>	<b>TITLE</b>	<b>G-PAY PAGE #</b>
5020	SECURITY VIOLATIONS REPORT	288
456	NEBA BIWEEKLY SUMMARY	289
419	W-2 CHECKLIST	290
419	W-2 CHECKLIST - NON-PERSONNEL ACTION CASH AWARDS	292
428	POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS	294
457	CHILD SUPPORT ENFORCEMENT PROGRAM BIWEEKLY NEW PAYROLL HIRE REPORT	295
458	CHILD SUPPORT ENFORCEMENT PROGRAM QUARTERLY WAGE REPORT	296
433	LWOP SCD HOURS RESET	297
555	LEAVE AND EARNINGS STATEMENT	298





**REPORT 101****OLD VS NEW NORMALS****PAYROLL**

**PURPOSE:** To provide a means for Payroll to maintain control on current pay period changes affecting earnings/deductions.

**CONTENT:** All employees with changes to their base salary or deductions.

**SEQUENCE:** Selective By Employee Name or SSN or Pay Block: Processing by Name or Pay Block: Processing by SSN Totals by Pay Block: Processing and Center Page break by Pay Block: Processing.

REPORT NO: 101  
SEQUENCE BY:

SUBJECT TO PRIVACY ACT OF 1974  
NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAME  
hhhhhhhhhhhhhhhhhhhhhhhh  
OLD VS. NEW NORMALS  
AS OF MM/DD/YY

PAGE:  
DATE:  
TIME:

PB	SSN	FACILITY	NAME	HIT	FED TX	CITY TX	CD	FEGLI	FEHB	TSP	UNION	ALLOT	BANKR	ADV DED	MD	COLA
	GROSS	CSRS		FICA	STATE TX	CTY	TX	BOND	FERS	LOAN	CFC	INDEBT	US	CH	SUPP	GARNISH
	NET	PAY ADJ														CIV/CRD
g	123456789	M	Appleseed	Julie A.												
O	1,385.50	96.99	20.09	266.39					13.73					76.40		
N	1,427.20	99.90	20.69	278.04					13.73					78.00		
D	41.60	2.91	.60	1.65										1.60		
O	988.40	500.00	18.90	119.00				50.00						100.00		
N	1,014.84	550.00	18.40	121.16				100.00						150.00		
D	26.44	50.00	.50	2.16				50.00						50.00		
AA	BBBBBBBBB	i	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC													
O	DDDD.DD	EEE.EE	FFF.FF	GGGG.GG	aaaa.aa	II	JJJ.JJ	KKK.KK	HHH.HH	NNN.NN	O,000	0,000	ddd.d	j	QQQQ.QQ	fff.ff
N	DDDD.DD	EEE.EE	FFF.FF	GGGG.GG	aaaa.aa		JJJ.JJ	KKK.KK	HHH.HH	NNN.NN	O,000	0,000	ddd.d	j	QQQQ.QQ	fff.ff
D	999.99	99.99	99.99	999.99	999.99		99.99	99.99	99.99	99.99	999	999	999.99		999.99	99.99
O	RRRR.RR	SSSS.SS	TTT.TT	UUU.UU	bbbb.bb	L	MMM.MM	WWW.WW	XXXX.XX	PPP.PP	cccc.cc	ccc.ee	k	VVV.VV	YYY.YY	
N	RRRR.RR	SSSS.SS	TTT.TT	UUU.UU	bbbb.bb		MMM.MM	WWW.WW	XXXX.XX	PPP.PP	cccc.cc	ccc.ee	k	VVV.VV	YYY.YY	
D	999.99	999.99	99.99	99.99	999.99		99.99	99.99	999.99	99.99	999.99	99.99	999.99	99.99	99.99	99.99

SUBJECT TO PRIVACY ACT OF 1974

REPORT 101 OLD VS NEW NORMALS  
DATA ELEMENTS

---

- |  |  |
|--|--|
| A. Pay Block: Processing                       | T. FICA: Normal  |
| B. SSN   | U. State Tax: Normal   |
| C. Employee Name(Last, First, MI, Gen)         | V. NEBA: Normal  |
| D. Gross Earnings: Normal *                    | W. FERS: Normal  |
| E. CSRS: Normal                                | X. TSP: Loan Ded Normal  |
| F. HIT: Normal                                 | Y. Civilian Service Credit: Normal   |
| G. Fed Tax: Normal                             | a. City Tax: Normal  |
| H. TSP: CY Ded Normal                          | b. County Tax: Normal  |
| I. FEGLI Code                                  | c. Indebtedness Due U.S.: Normal   |
| J. FEGLI: Normal                               | d. Bankruptcy: Normal  |
| K. FEHB: Normal                                | e. Child Support: Normal   |
| L. Bond: Code                                  | f. COLA: Normal  |
| M. Bond: Normal                                | g. Report Format Item  |
| N. Union Dues: Normal                          | O=Old  |
| O. Voluntary Allot: Normal                     | N=New  |
| P. CFC: Normal                                 | D=Difference   |
| Q. CSRS: Mil Dep Normal + FERS: Mil Dep Normal | h. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table |
| R. Net Earnings: Normal **                     | i. Facility Code   |
| S. Foreign Diff: Normal                        | j. Empl Norm Adv Pay Ded Amt   |
| + Retention Allowance: Normal                  | k. Empl Norm Grnsh Ded Amt   |
| + Supervisory Diff: Normal                     | 9. Difference = Old - New  |
| + Empl Norm Admn Uctrd OT Amt                  |  |
| + Empl Norm Staff Diff Amt                     |  |
| + Empl Norm Local Pay Amt                      |  |
| + Availability Pay: Norm New                   |  |

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal '3 (active for pay)
- Work Schedule not equal 'I'
- Facility Code equals user designated facility code if entered

\* Includes S

\*\* Includes F



REPORT 204 T & A PAID HOURS  
DATA ELEMENTS (cont'd)

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- M. Sunday Diff: Hours B/W
- N. Hazardous Hours: B/W
- O. Annual Leave: Used B/W
- P. Sick Leave: Used B/W
- Q. Comp Time: Used B/W + Comp Time: Extended Used
- R. Credit Hours: Used B/W
- S. LWOP: Used B/W or LWOP: Used B/W - AWOL: Used B/W if AWOL: Used B/W > 0 and AWOL: Used B/W greater than LWOP: Used B/W
- T. AWOL: Used B/W
- U. Suspension: Used B/W
- V. Holiday Leave: Used B/W
- W. Restored Leave: Used B/W
- X. Administrative Leave: Used B/W
- Y. Jury Leave: Used B/W
- Z. Graduate Leave: Used B/W
- a. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- 1. Excused Leave: Used B/W
- 2. COP Leave: Hours Used B/W
- 3. Military Leave: Used B/W Hours
- 4. Comp Time: Relig Used B/W
- 5. Court Leave: Used B/W
- 6. Employee Name (Last, First MI, Gen)
- 7. '\*' if New Employee Indicator equal 'Y'
- 9. Home Leave: Hours Used B/W
- 10. Count of Employees  
If T & A Status not = 'M' and Reactivation Indicator not = '2'
- 11. Count of Employees If T & A: Status = 'M'
- 12. Count of Employees If Reactivation Indicator = '2'
- 13. Facility Code
- 14. Employee Hours Time Off Paid Quantity

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Reactivation Indicator not equal '3' (active for pay)
- Facility Code equals user designated facility code if entered



**REPORT 403      MECHANIZED SF 2812 REPORT OF WITHHOLDING &      PAYROLL**  
**CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT**  
**(Page 1 of 4)**

**PURPOSE:** To provide data on the sf 2812 for submission to the office of personnel management and provide accounting system interface.

**CONTENT:** Withholdings and contributions for all employees by pay period.

**SEQUENCE:** By center, health code. Totals by center, agency.

REPORT NO: 403	NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:
SEQUENCE BY:	INSTALLATION NAME		DATE:
REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT			
ADDRESS	PAYROLL OFFICE NUMBER		
1.	2.		
	DATE PAYROLL PAID		
	3.		
	PAY PERIOD		
	FROM	TO	
	4.	5.	
BENEFIT CATEGORY	WITHHOLDINGS	CONTRIBUTIONS	TOTAL
LIFE INSURANCE			
BASIC LIFE	6.	7.	
STANDARD-OPTION A	8.		
ADDITIONAL-OPTION B	9.		
FAMILY-OPTION C	10.		
POST RETIREMENT			
TOTAL LIFE RETIREMENT	11.	12.	+ 13.
HEALTH BENEFITS			
REGULAR	14.	15.	
TEMPORARY CONTINUATION COVERAGE (P.L. 100-654)			
TOTAL HEALTH BENEFITS	14.	15.	+ 16.
RETIREMENT			
CSRS			
ALL CATEGORIES	17.	18.	
SALARY OFFSET- REEMPLOYED ANNUITANTS		19.	
MILITARY AND CIVILIAN SERVICE CREDIT	20.		
FERS			
REGULAR	21.	22.	
MILITARY RESERVE			
TECHNICIANS	23.	24.	
SPECIAL	25.	26.	
SALARY OFFSET- REEMPLOYED ANNUITANTS		34.	
MILITARY DEPOSIT	27.		
TOTAL RETIREMENT	28.	29.	+ 30.
GRAND TOTAL	31.	32.	= 33.

DATA ELEMENTS

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1. Installation Address
2. Payroll Office Number
3. Pay Period Ending Date + 10
4. Pay Period First Day (Date)
5. Pay Period Ending Date
6. Total (FEGLI: Basic B/W + FEGLI: Basic Adj + FEGLI: Basic YTD Cntl Diff)
7. Total (FEGLI: Govt Contr B/W + FEGLI: Govt Contr Adj + FEGLI: Govt Contr YTD Cntl Diff)
8. Total (FEGLI: Standard Opt 'A' B/W + FEGLI: Standard Opt 'A' Adj + FEGLI: Opt A YTD)
9. Total (FEGLI: Additional Opt 'B' B/W + FEGLI: Additional Opt 'B' Adj + FEGLI: Opt B YTD)
10. Total (FEGLI: Family Opt 'C' B/W + FEGLI: Family Opt 'C' Adj + FEGLI: Opt C YTD)
11. 6 + 8 + 9 + 10
12. 7
13. 11 + 12
14. Total (FEHB: B/W + FEHB: Spousal Payment Amt + FEHB: Prior Adj + FEHB: Cur Adj + FEHB: Cash Collection + FEHB: Deduction YTD Cntl Diff) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ'
15. Total (FEHB: Govt Contr B/W + FEHB: Current Govt Adj Erngs + FEHB: Govt Contr Prior Adj + FEHB: Cash Collection Adj + FEHB: Govt Contr YTD Cntl Diff) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ'
16. 14 + 15
17. Total (CSRS: B/W + CSRS: Adjustment + Retirement: Employee Adj + CSRS: YTD Cntl Diff) if Retirement Plan = '1', '6', 'C', 'E', 'R', Or 'T'
18. Total (CSRS: Govt Contr B/W + Retirement: Government Adj + CSRS: Former Retire Current Adj + CSRS: Govt Contr YTD Cntl Diff) if Retirement Plan = '1', '6', 'C', 'E', 'R', Or 'T'
19. If Retirement Plan not = 'K', 'L', 'M', or 'N' and Annuitant Indicator = '1', '4', or '5'  
Salary Offset + CSRS: Salary Offset Adj  
Else  
CSRS: Salary Offset Adj
20. Total (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash PMT + Civil Serv Credit: B/W + Civil Serv Credit: Adjustment + CSRS: Mil Dep Cntl YTD Diff + Civil Serv Credit: YTD Cntl Diff)
21. Total (FERS: B/W + FERS: Adjustment + FERS: (K) YTD Cntl Diff) if Retirement Plan = 'K'
22. Total (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (K) YTD Cntl Diff) if Retirement Plan = 'K'
23. Total (FERS: B/W + FERS: Adjustment + FERS: (N) YTD Cntl Diff) if Retirement Plan = 'N'
24. Total (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (N) YTD Cntl Diff) if Retirement Plan = 'N'
25. Total (FERS: B/W + FERS: Adjustment + FERS: (M) YTD Cntl Diff + FERS: (L) YTD Cntl Diff) if Retirement Plan = 'M' or 'L'
26. Total (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (M) YTD Cntl Diff + FERS: Govt (L) YTD Cntl Diff) if Retirement Plan = 'M' or 'L'
27. Total (FERS: Mil Dep B/W) + Total (FERS: Mil Dep Cash Pmt) + Total (FERS: Mil Dep YTD Cntl Diff)
28. 17 + 20 + 21 + 23 + 25 + 27

## REPORT 403 MECHANIZED SF 2812

(Page 1 of 4)

DATA ELEMENTS

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29. 18 + 19 + 22 + 24 + 26 + 34
30. 28 + 29
31. 11 + 14 + 28
32. 12 + 15 + 29
33. 13 + 16 + 30
34. If Retirement Plan = 'K', 'L', 'M', or 'N' and Annuitant Indicator = 'A', 'C', or 'E'  
Salary Offset + FERS: Salary Offset Adj  
Else  
FERS: Salary Offset Adj
35. Installation Phone Number

## SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z' or Reactivation Indicator not equal 3

## FOR SPOUSAL HEALTH

Includes all employees with the following criteria:

- Spousal Center equals user designated center code
- Spousal period equals Pay Cntl: Pay Period
- Spousal Data Date between Pay Cntl: Current PP Begin Date + 3 and Pay Cntl: Current PP Ending Date + 3

**REPORT 403      MECHANIZED SF 2812 REPORT OF WITHHOLDING &      PAYROLL**  
**CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT**  
**(Page 2 of 4)**

**PURPOSE:** To provide data on the sf 2812 for submission to the office of personnel management and provide accounting system interface.

**CONTENT:** Withholdings and contributions for all employees by pay period.

**SEQUENCE:** By center, health code. Totals by center, agency.

REPORT NO: 403	NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:
SEQUENCE BY:	INSTALLATION NAME		DATE:
TIME:			
REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE			
BUREAU, DIVISION OR OFFICE		PAYROLL OFFICE NUMBER	
2.		1.	
ADDRESS		PAY PERIOD FROM	PAY PERIOD TO
5.		3.	4.
		DATE PAYROLL PAID	
		6.	
		AGENCY TELEPHONE NUMBER	
		7.	
ENROLLMENT CDE NO	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED	ENROLLMENT CDE NO
8.	9.	10.	TOTAL WITH. & CONTRIBUTIONS
			NO ENROLLED

1. Payroll Office Number
2. Installation Name
3. Pay Period First Day (Date)
4. Pay Period Ending Date
5. Installation Address
6. Pay Period Ending Date + 10
7. Installation Phone Number
8. '-' or FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code, FEHB: Spousal Carrier Code
9. Total of (FEHB: Emp YTD Adj Diff + FEHB: Gov YTD Adj Diff) if FEHB: Plan Code = '-', 'ZZX', 'ZZY', 'ZZZ' and (FEHB: Emp YTD Adj Diff not equal 0 or FEHB: Gov YTD Adj Diff not equal 0) or  
 Total of (FEHB: B/W + FEHB: Cash Collection + FEHB: Prior Adj + FEHB: Cur Adj + FEHB: Cash Collection Adj + FEHB: Spousal Payment Amt + FEHB: Emp YTD Adj Diff + FEHB: Govt Contr B/W + FEHB: Govt Contr Prior Adj + FEHB: Current Govt Adj Erngs + FEHB: Govt YTD Adj Diff) in category if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal '-', 'ZZX', 'ZZY', 'ZZZ'
10. Total Of All Enrolled With Or Without Deductions in a category

**REPORT 403      MECHANIZED SF 2812 REPORT OF WITHHOLDING &      PAYROLL**  
**CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT**  
**(PAGE 3 OF 4)**

**PURPOSE:** To provide data on the sf 2812 for submission to the office of personnel management and provide accounting system interface.

**CONTENT:** Withholdings and contributions for all employees by pay period.

**SEQUENCE:** By center, health code. Totals by center, agency.

REPORT NO: 403		NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:			
SEQUENCE BY:		INSTALLATION NAME				DATE:			
						TIME:			
REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE									
BUREAU, DIVISION OR OFFICE					PAYROLL OFFICE NUMBER				
2.					1.				
ADDRESS					PAY PERIOD FROM		PAY PERIOD TO		
5.					3.		4.		
					DATE PAYROLL PAID				
					6.				
					AGENCY TELEPHONE NUMBER				
					7.				
ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO	
CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED	
8.	9.	10.							
***** SUPPLEMENTAL REPORT FOR TEMPORARY EMPLOYEES *****									
* These figures reflect only data relating to temporary employees, and are also included in the regular SF 2812A Headcount figures.									

1. Payroll Office Number
2. Installation Name
3. Pay Period First Day (Date)
4. Pay Period Ending Date
5. Installation Address
6. Pay Period Ending Date + 10
7. Installation Phone Number
8. FEHB: Plan Code or FEHB: Prior Plan Code
9. FEHB: B/W if FEHB: Contribution Flag = 'Y'
10. Total Of All Enrolled Temporary Employees (if FEHB: Contribution Flag = 'Y') With or Without Deductions in a category

**REPORT 403      MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT      PAYROLL**  
**(PAGE 4 OF 4)**

**PURPOSE:** To provide data on the sf 2812 for submission to the office of personnel management and provide accounting system interface.

**CONTENT:** Withholdings and contributions for all employees by pay period.

**SEQUENCE:** By center, health code. Totals by center, agency.

REPORT NO: 403		NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:		
SEQUENCE BY:		INSTALLATION NAME				DATE:		
						TIME:		
REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE								
BUREAU, DIVISION OR OFFICE					PAYROLL OFFICE NUMBER			
2.					1.			
ADDRESS					PAY PERIOD FROM		PAY PERIOD TO	
5.					3.		4.	
					DATE PAYROLL PAID			
					6.			
					AGENCY TELEPHONE NUMBER			
					7.			
ENROLLMENT CDE NO	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED	ENROLLMENT CDE NO	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED	ENROLLMENT CDE NO	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED
8.	9.	10.						
<p>***** SUPPLEMENTAL REPORT FOR FORMER SPOUSES *****</p> <p>* These figures reflect only data relating to former spouses and are also included in the regular SF 2812A Headcount figures.</p>								

1. Payroll Office Number
2. Installation Name
3. Pay Period First Day (Date)
4. Pay Period Ending Date
5. Installation Address
6. Pay Period Ending Date + 10
7. Installation Phone Number
8. FEHB: Spousal Carrier Code
9. Total FEHB: Spousal Payment Amt In Category
10. Total Of All Enrolled Spouses With Or Without Deductions in a category

**REPORT 410      OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT      PAYROLL  
REPORT      (PAGE 1 OF 2)**

PURPOSE: To provide data to office of personnel management.

CONTENT: All enrollees.

SEQUENCE: Totals by center.

**DATA ELEMENTS:**

1. Installation Name and Address
- 2a. Payroll Office Number
- 2b. Installation Contact Phone Number
3. Pay Period Ending Date + 10 Days
4. Pay Period Start Date
5. Pay Period Ending Date
6. Total (FEGLI: Basic B/W + FEGLI: Basic Adj + FEGLI: Govt Contr B/W + FEGLI: Govt Contr Adj)
7. Count Of Deductions In Category
8. Count Of No Deductions In Category
9. Total (FEGLI: Standard Opt 'A' B/W + FEGLI: Standard Opt 'A' Adj)
10. Count Of Deductions In Category
11. Count Of No Deductions In Category
12. Total (FEGLI: Additional Opt 'B' B/W (1-7) + FEGLI: Additional Opt 'B' Adj)
13. Count Of Deductions In Category
14. Count Of No Deductions In Category
15. Total (FEGLI: Family Opt B/W + FEGLI: Family Opt Adj)
16. Count Of Deductions In Category
17. Count Of No Deductions In Category
18.  $6 + 9 + 12(1-7) + 15$
19. Total (FEHB: B/W + FEHB: Govt Contr B/W + FEHB: Prior Adj + FEHB: Govt Contr Prior Adj + FEHB: Cur Adj + FEHB: Govt Contr Cur Adj + FEHB: Cash Collection + FEHB: Cash Collection Adj) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ')
20. Count Of Deductions In Category
21. Total (FEHB: Spousal Payment Amt) + Total of (FEHB: B/W + FEHB: Current Adj) if FEHB: Contribution Flag = 'Y'
22. Count Of Deductions In Category
23.  $19 + 21$
24.  $20 + 22$

**SELECTION CRITERIA:**

Report Produced Only At Last Page Date In March And September Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Duty Status Not Equal 'Z'
- Reactivation Indicator Not Equal 3

REPORT 410	OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT REPORT	PAYROLL (PAGE 2 OF 2)
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PURPOSE: To provide data to office of personnel management

CONTENT: All enrollees

SEQUENCE: Totals by center

REPORT 410 OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT (Page 2 of 2)  
DATA ELEMENTS

1. Payroll Office Count
2. Pay Period Ending Date + 10
3. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = '1' Or 'R'
4. Total Empl CSRS Base Earn Amt = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = '1' Or 'R')
5. Count Of Deductions In Category (If Retirement Plan Code = '1' Or 'R')
6. Count Of No Deductions In Category (If Retirement Plan Code = '1' Or 'R')
7. Total CSRS: Govt Contr B/W In Category (If Retirement Plan Code = '1' Or 'R')
8. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = '6' Or 'T'
9. Total Empl CSRS Base Earn Amt = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = '6' Or 'T')
10. Count Of Deductions In Category (If Retirement Plan Code = '6' Or 'T')
11. Count Of No Deductions In Category (If Retirement Plan Code = '6' Or 'T')
12. Total CSRS: Govt Contr B/W (If Retirement Plan Code = '6' Or 'T')
13. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = 'C'
14. Total Empl CSRS Base Earn Amt = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = 'C')
15. Count Of Deductions In Category (If Retirement Plan Code = 'C')
16. Count Of No Deductions In Category (If Retirement Plan Code = 'C')
17. Total CSRS: Govt Contr B/W In Category (If Retirement Plan Code = 'C')
18. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = 'E'
19. Total Empl CSRS Base Earn Amt = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = 'E')
20. Count Of Deductions In Category (If Retirement Plan Code = 'E')
21. Count Of No Deductions In Category (If Retirement Plan Code = 'E')
22. Total CSRS: Govt Contr B/W In Category (If Retirement Plan Code = 'E')
23. If Retirement Plan Code Not = 'K', 'N', 'M', Or 'L' and Annuitant Indicator = '1', '4', or '5'  
Total ( Salary Offset + CSRS: Salary Offset Adj)  
Else  
CSRS: Salary Offset Adj
24. Count Of No Deductions In Category (If Retirement Plan Code Not = 'K', 'N', 'M', Or 'L' and Annuitant Indicator = '1', '4', or '5')
25. Total CSRS: Mil Dep B/W + Total CSRS: Mil Dep Cash
26. Count Of Deductions In Category



REPORT 410 OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT (Page 2 of 2)  
 DATA ELEMENTS

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27. Total (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment)
28. Count Of Deductions In Category
29. Total (FERS: B/W + FERS: Adjustment) If Retirement Plan Code = 'K'
30. Total FERS Earnings: B/W = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj  
 + Availability Adj + Local Adj (If Retirement Plan Code = 'K')
31. Count Of Deductions In Category (If Retirement Plan Code = 'K')
32. Count Of No Deductions In Category (If Retirement Plan Code = 'K')
33. Total FERS: Govt Contr B/W (If Retirement Plan Code = 'K')
34. Total (FERS: B/W + FERS: Adjustment) If Retirement Plan Code = 'N'
35. Total FERS Earnings: B/W = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj  
 + Availability Adj + Local Adj (If Retirement Plan Code = 'N')
36. Count Of Deductions In Category (If Retirement Plan Code = 'N')
37. Count Of No Deductions In Category (If Retirement Plan Code = 'N')
38. Total FERS: Govt Contr B/W (If Retirement Plan Code = 'N')
39. Count Of Deductions In Category (If Retirement Plan Code = 'L')
40. Count Of No Deductions In Category (If Retirement Plan Code = 'L')
41. Total (FERS: B/W + FERS: Adjustment) If Retirement Plan Code = 'M'
42. Total FERS Earnings: B/W = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj  
 + Availability Adj + Local Adj (If Retirement Plan Code = 'M')
43. Count Of Deductions In Category (If Retirement Plan Code = 'M')
44. Count Of No Deductions In Category (If Retirement Plan Code = 'M')
45. Total FERS: Govt Contr B/W (If Retirement Plan Code = 'M')
46. If Retirement Plan Code = 'K', 'N', 'M', 'L', or '2' and Annuitant Indicator = 'A', 'C', or 'E'  
     Total (Salary Offset + FERS: Salary Offset Adj)  
     Else  
         FERS: Salary Offset Adj
47. Count Of No Deductions In Category (If Retirement Plan Code = 'K', 'N', 'M', 'L', or '2' and  
     Annuitant  
     Indicator = 'A', 'C', or 'E')
48. Total FERS: Mil Dep B/W + Total FERS: Mil Dep Cash PMT
49. Count Of Deductions In Category
50. Total CSRS (3 + 7 + 8 + 12 + 13 + 17 + 18 + 22 + 23 + 25 + 27 ) + FERS (29 + 33 +  
     34 + 38 + 41 + 45 + 46 + 48)
51. 5 + 10 + 15 + 20 + 26 + 28 + 31 + 36 + 39 + 43 + 49
52. 6 + 11 + 21 + 24 + 32 + 37 + 40 + 44 + 47
53. Total 18 (on Page 1) + 23( on Page 1) + 50
54. Count Of Employees On Payroll If Duty Status Not = 'Z'

**REPORT 301****BOND STATUS REGISTER****PAYROLL**

PURPOSE: To show status of bond activity.

CONTENT: All active bond enrollments.

SEQUENCE: Selective by center, name or ssn or pay block: processing,  
name or pay block: processing, ssn.

REPORT NO: 301		SEQUENCE BY:		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME PPPPPPPPPPPPPPPPPPPPPPPP BOND STATUS REGISTER AS OF MM/DD/YY				PAGE: DATE: TIME:	
PB	SSN	FACILITY NAME	BOND CODE	BOND DED	PUR PRICE	BALANCE	BOND DENOM	REFUND	
01	543216789 M	TIGER, DONNA J.	02	10.00	50.00	5.00	100.00		
AA	BBBBBBBBB Q	CC	DD	E,EEE.EE	F,FFF.FF	G,GGG.GG	HH,HHH	I,III.II	
PAYBLOCK	AA	TOTALS		J,JJJ,JJJ.JJ		K,KKK,KKK.KK		L,LLL,LLL.LL	
REPORT	301	TOTALS		M,MMM,MMM.MM		N,NNN,NNN.NN		O,000,000.OO	

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. Number of Bond (1 - 10)
- E. Bond: B/W
- F. Bond: Denomination / 2
- G. Bond: Current Balance
- H. Bond: Denomination
- I. Bond: Refund
- J. Pay Block total of E
- K. Pay Block total of G
- L. Pay Block total of I
- M. Center total of E
- N. Center total of G

- O. Center total of I
- P. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- Q. Facility Code

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Any Bond: Requested Deduction greater than 0 (up to 10)
- Facility Code equals user designated facility code if entered

**REPORT 404****BOND REQUEST REGISTER****PAYROLL**

**PURPOSE:** To provide the U.S. Treasury with a listing of all bonds to be issued.

**CONTENT:** Bonds purchased this pay period.

**SEQUENCE:** Selective by center, bond: denomination, ssn or bond: denomination, employee name.  
Totals by bond: purchase price and count.  
Page break by center, bond: denomination.

REPORT NO: 404		SUBJECT TO PRIVACY ACT OF 1974				PAGE:
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM				DATE:
		INSTALLATION NAME				TIME:
		BOND REQUEST REGISTER				
		AS OF MM/DD/YY				
SSN	NAME	BOND DENOM	PURCHASE PRICE	BOND CODE	BOND DATE	
123456789	JAMESBOURGH, ROBIN L. JR.	100	50.00	01	MAR 88	
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	D,DDD.DD	EE	FFF FF	
BOND DENOMINATION		CCCCC	TOTAL BOND PURCHASE:		GG,GGG.GG	
			TOTAL COUNT:		HH,HHH	

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name(Last, First, MI, Gen)
- C. Bond: Denomination
- D. Bond: Purchase Price
- E. Number of Bond (1 - 10)
- F. Bond: Interest Accrual Date
- G. Total of D
- H. Total number of Bonds for this denomination

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Bond: Purchase Indicator equal '1' (Purchased this period; up to 10)

**REPORT 302 BOND ENROLLMENT REGISTER****PAYROLL**

**PURPOSE:** To provide a listing of all bond enrollments.

**CONTENT:** All bond enrollments.

**SEQUENCE:** Selective by center, pay block: processing, name or pay block: processing, ssn.  
Page break by center, pay block: processing.

REPORT NO: 302		SUBJECT TO PRIVACY ACT OF 1974				PAGE:		
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM				DATE:		
		INSTALLATION NAME				TIME:		
		MMMMMMMMMMMMMMMMMMMMMMMMMMMM						
		BOND ENROLLMENT REGISTER SUMMARY						
		AS OF MM/DD/YY						
PB	NAME-PURCHASER OWNER	SSN	FACILITY	ADDRESS	BOND IND.	PRICE	DATE	PAYMT DESIG
03	Michellene R. Greenshield	123456789	M	4314 REDROCK	01	50.00	Jan.1988	POD
	MICHELLENE R. GREENSHIELD	123456789		MILES CITY, MT.	59101			
	Robin L. Greenshield	987654321						
AA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCCCCCC	N	JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ	DD	EEEE.EE	FFF FFFF	GGG
	HHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHH	IIIIIIIII		JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ				
	KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK	LLLLLLLLL		JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ				

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. Employee Name (First, MI, Last, Gen)
- C. SSN
- D. If Bond: Denomination not = 0:  
"1",..., "10" (Literal, Bond Occurrence)
- E. Bond: Denomination / 2
- F. Bond: Interest Accrual Date
- G. Bond: Co-owner/Beneficiary Cde
- H. Bond: Owner Name
- I. Bond: Owner SSN
- J. Bond: Mailing Address
- K. Bond: Co-owner/Beneficiary Nme
- L. Bond: Co-owner/Beneficiary SSN

- M. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- N. Facility Code

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Bond: Status not deleted
- Bond: Requested Deduction greater than 0
- Facility Code equals user designated facility code if entered

**REPORT 411 SF 2807 CSRS-REGISTER OF SEPARATIONS AND TRANSFERS**

PAYROLL

PURPOSE: To transmit data to office of personnel management.

CONTENT: All terminated, separated &amp; transferred csrs and csrs offset employees this period.

SEQUENCE: By center, employee name.

## DATA ELEMENTS:

A. 'NASA' (literal)

1. Installation: TSP Phone

2. Page Number

3. Installation: Name

4. Installation: Address

5. Installation: Payroll Office Num

6. Employee Name (Last, First, MI, Gen)

7. Date Of Birth

7a. SSN

8. CSRS: Deduction YTD

9. CSRS: Tran Out

10. Termination Date

11. NOAC: Description and NOAC NTE Date Hist if present

12. Total of 8 + 19 (on that page)

13. Total of 9 + 20 (on that page)

14. Previous Page Number

15. 17 (on previous page)

16. 18 (on previous page)

17. 12 + 15

18. 13 + 16

19. CSRS: Mil Dep YTD

20. CSRS Mil: Tran Out

21. Literal "Military Service Credit Deposit" (if 20 &gt; 0)

## SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Equal 'Z'
- Reactivation Indicator Equal 0
- Retirement Plan Equal '1' '6' 'R' 'T' 'C' 'E'

**REPORT 412 SF 3103 FERS-REGISTER OF SEPARATIONS AND TRANSFERS**

PAYROLL

PURPOSE: To transmit data to office of personnel management.  
CONTENT: All terminated, separated & transferred fers employees this period.  
SEQUENCE: By center, employee name.

**DATA ELEMENTS:**

- A. 'NASA' (literal)
1. Installation: TSP Phone
  2. Page Number
  3. Installation Name
  4. Installation Address
  5. Payroll Office Number
  6. Employee Name (Last, First, MI, Gen)
  7. FERS: YTD
  8. FERS: Tran Out
  9. Termination Date
  10. Date of Birth
  11. SSN
  12. NOAC: Description and NOAC NTE Date Hist if present
  13. Total of 7 + 20 (on that page)
  14. Total of 8 + 21 (on that page)
  15. Previous Page
  16. 18 (on previous page)
  17. 19 (on previous page)
  18. 13 + 16
  19. 14 + 17
  20. FERS: Mil Dep YTD + CSRS: Mil Dep YTD
  21. FERS: Mil Tran Out + CSRS Mil: Tran Out
  22. Literal "Military Service Credit Deposit" (if 21 > 0)

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equals to user designated center code
- Duty Status equal 'Z'
- Reactivation Indicator equal '0'
- Retirement Plan equal 'K' or 'M' or 'N'



- 
- O. Total of D, for A above, if FEHB: CONTRIBUTION FLAG ne Y
  - P. Total of E, for A above, if FEHB: CONTRIBUTION FLAG ne Y
  - Q. Total of G, for A above, if FEHB: CONTRIBUTION FLAG ne Y
  - R. For a HEALTH CODE the total employees where D > 0
  - S. For a HEALTH CODE the total employees where D = 0
  - T. Total of R + S
  - U. First two characters of A above (i.e. CARRIER)
  - V. For a CARRIER the total employees where D > 0
  - W. For a CARRIER the total employees where D = 0
  - X. Total of V + W
  - Y. Total of D for a CARRIER
  - Z. Total of E for a CARRIER
  - a. Total of G for a CARRIER
  - b. Report total of all D
  - c. Report total of all E
  - d. Report total of all G
  - e. Report total of all employees where D > 0
  - f. Report total of all employees where D = 0
  - g. Total of e + f

The indented report lines with "PAYROLL OFFICE NUMBER:" as the first line, appear only once for each value of A above.

#### SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- All employees enrolled in any plan (i.e. Program rejects if (FEHB: Plan Code = ' ' or 'ZZX' or 'ZZY' or 'ZZZ' or 'ZZ '))
  - and
  - (FEHB: Prior Plan Code = ' ' or 'ZZX' or 'ZZY' or 'ZZZ' or 'ZZ '))
  - and
  - (FEHB: Cash Collection Health Code = ' ' or 'ZZX' or 'ZZY' or 'ZZZ' or 'ZZ '))
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3 (active for pay)



REPORT 400 HEALTH BENEFITS REGISTER (Page 2 of 2)

DATA ELEMENTS

- G - PAY - 23

DATA ELEMENTS

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- L. Installation: name
- M. Installation: Address
- N. Installation: TSP Contact Name
- O. Total of D, for A above, if FEHB: CONTRIBUTION FLAG ne Y
- P. Total of E, for A above, if FEHB: CONTRIBUTION FLAG ne Y
- Q. Total of G, for A above, if FEHB: CONTRIBUTION FLAG ne Y
- R. For a HEALTH CODE the total employees where D > 0
- S. For a HEALTH CODE the total employees where D = 0
- T. Total of R + S
- U. First two characters of A above (i.e. CARRIER)
- V. For a CARRIER the total employees where D > 0
- W. For a CARRIER the total employees where D = 0
- X. Total of V + W
- Y. Total of D for a CARRIER
- Z. Total of E for a CARRIER
- a. Total of G for a CARRIER
- b. Report total of all D
- c. Report total of all E
- d. Report total of all G
- e. Report total of all employees where D > 0
- f. Report total of all employees where D = 0
- g. Total of e + f
- h. Total of D for A above for employees whose FEHB: contribution Flag = "Y"
- i. Total of E for A above for employees whose FEHB: contribution Flag = "Y" (expected to be zero)
- j. Total of G for A above for employees whose FEHB: contribution Flag = "Y"
- k. Total of D for A above for employees whose FEHB: contribution Flag ne "Y"
- l. Total of E for A above for employees whose FEHB: contribution Flag ne "Y"
- m. Total of G for A above for employees whose FEHB: contribution flag ne "Y"

The indented report lines with "PAYROLL OFFICE NUMBER:" as the first line, appear only once for each value of A above.

## SELECTION CRITERIA:

Includes all employees with the following criteria.

- Installation Code equals user designated center code
- All employees enrolled in any plan  
(i.e. Program rejects if  
(FEHB: Plan Code = ' ' or 'ZZX' or 'ZZY' or 'ZZZ' or 'ZZ ')  
and (FEHB: Prior Plan Code = ' ' or 'ZZX' or 'ZZY' or 'ZZZ' or 'ZZ ')  
and (FEHB: Cash Collection Health Code = ' ' or 'ZZX' or 'ZZY' or 'ZZZ' or 'ZZ '))
- Duty Status not equal 'Z' and Reactivation Indicator not equal 3 (active for pay)
- FEHB: Contribution Flag = 'Y' (payer of full premium - this page only)

**REPORT 401****UNION DUES REPORT****PAYROLL**

**PURPOSE:** To provide information to be mailed to the applicable Union.

**CONTENT:** All active employees that are enrolled in payroll deduction for a union.

**SEQUENCE:** By Center, Union Code, Organization: Assigned, SSN  
 Separate report for each Center, Union.  
 Totals by Union. Page break by Center, Union.  
 Employee total by Union.

SUBJECT TO PRIVACY ACT OF 1974						
REPORT NO:	401	NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:
SEQUENCE BY:		INSTALLATION NAME				DATE:
		UNION DUES REPORT				TIME:
		(NAME (VARIABLE))				
		AS OF MM/DD/YY				
SSN	NAME	ORG	GRADE	STEP	UNION DUES DED AMT.	
123456789	ORGANEE, MILLIE C.	ZZ123	07	6	6.19	
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	DD	EE	F,FFF.FF	
GG	HHHHHHHHHHHHHHHHHHHHHHHHHHHH				II,III.II	
TOTAL NUMBER OF UNION EMPLOYEES:		J,JJJ,JJJ				
SUBJECT TO PRIVACY ACT OF 1974						

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. Organization: Assigned
- D. Grade: Current
- E. Step
- F. Union Dues: B/W
- G. Union Code
- H. Union Name
- I. Total of Union Dues: B/W
- J. Total Number of Union Employees

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equals User Designated Center Code
- Union Code not equal 0
- Duty Status not equal 'Z'
- Duty Status equal 'Z' and Termination Date greater than Pay Period Beginning Date
- Installation code equals user designated center code.

**REPORT 402      COMBINED FEDERAL CAMPAIGN REGISTER      PAYROLL**

**PURPOSE:** To provide each CFC agency with total CFC deductions made in the current pay period.

**CONTENT:** All active employees with a deduction for a CFC Agency.

**SEQUENCE:** Selective by Center, CFC: Agency Code, Employee Name or CFC: Agency Code, SSN  
Totals by CFC: Agency Code. Page break by Center, CFC: Agency Code.

REPORT NO: 402		SUBJECT TO PRIVACY ACT OF 1974		PAGE:
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM		DATE:
		INSTALLATION NAME		TIME:
		CFC AGENCY NAME(VARIABLE)		
		COMBINED FEDERAL CAMPAIGN REGISTER		
		AS OF MM/DD/YY		

  

SSN	NAME	CFC AGENCY CODE	DEDUCTION AMOUNT
123456789	APPLESEED, ESTHER K.	01	3.00
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	D,DDD.DD
TOTAL COUNT FOR AGENCY EE,EEE		CFC AGENCY TOTAL	F,FFF,FFF,FFF.FF
TOTAL COUNT FOR CENTER GG,GGG		CFC CENTER TOTAL	H,HHH,HHH,HHH.HH

  

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. CFC: Agency Code
- D. CFC: B/W
- E. Count of C
- F. Total of D
- G. Center Total of E
- H. Center Total of F

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Reactivation indicator = 0 (active for pay)
- CFC: B/W not equal 0

**REPORT 202 PAYROLL REGISTER**

**PAYROLL**

**PURPOSE:** To provide the detail on hours and gross to net pay on individual employees for use by payroll clerks and, to provide pay period and year-to-date totals.

**CONTENT:** Employees active this pay period; user may select the report for a particular employee or Pay Block. Totals can be displayed for a particular Pay Block or for the Center.

**SEQUENCE:** Selective By Center, Pay Block: Processing, Employee Name or Pay Block: Processing, SSN; Totals by Pay Block, Center, and Agency; Totals by Center include totals for CSRS NASA CUM, FERS NASA CUM and number of checks; Page break by Center, Pay Block: Processing.

REPORT NO: 202		SUBJECT TO PRIVACY ACT OF 1974										PAGE:	
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:	
		INSTALLATION NAME										TIME:	
		*ZZZZZZZZZZZZZZZZZZ											
		PAYROLL REGISTER											
		AS OF MM/DD/YY											
PB	SSN	NAME	GR	ST	ORGA	PLAN	FLSA	SHIFT	SHIFT	HOURLY			
AA	BBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DD	EE	FFFF	G	I	JJJJ	&BBBB	KK.KK			
FACILITY: *a		EARNINGS										DEDUCTIONS/NET ADJUST	
		B/W HOURS	B/W EARNINGS	CURR ADJUST	YTD EARNINGS	FED W/H	PCS W/H	U.S. INDEBT	q,q,q,q	q,q,q,q	ADJUSTMENT	YTD TOTALS	
BASE	LLL.LL	MMM.MM	NNNN.NN	/QQQ,QQQ.QQ	FED W/H	0000.00					pppp.pp	/ee,eee.ee	
OVERTIME	000.00	PPPP.PP		/RRR,RRR.RR	PCS W/H							*ss,sss.ss	
OVERTIME ADJ	QQQ.QQ		RRRR.RR		U.S. INDEBT	q,q,q,q	q,q,q,q					/ff,fff.ff	
NIGHT DIFF.	SSS.SS	TTTT.TT	12	/SSS,SSS.SS	BANKRUPT	rrrr.rr						/gg,ggg.gg	
HAZARDOUS	UUU.UU	VVVV.VV	14	/TTT,TTT.TT	CHILD SUPP	ssss.ss						/hh,hhh.hh	
FIRE FIGHT		&CCCC.CC	15		COM GARNISH	44						45	
SUN. DIFF.	WWW.WW	XXXX.XX	17	/UUU,UUU.UU	STATE TAX	tttt.tt	uuuu.uu					/ii,iii.ii	
HOL WKED	YYY.YY	ZZZZ.ZZ	19	/VVV,VVV.VV	COUNTY TAX	vvvv.vv	www.w					/jj,jjj.jj	
UNUSED CT PAID		bb,bbb.bb	/WWW,WWW.WW		CITY TAX	xxxx.xx	yyyy.yy					/kk,kkk.kk	
SUPER DIFF.		24	25		CSRS	zzzz.zz	1111.11					/ll,111.11	
FOREIGN DIFF.		cccc.cc	20	/XXX,XXX.XX	CSRS MIL DEP	4444.44						/nn,nnn.nn	
RET ALLOW		26	27		FERS	5555.55	6666.66					/oo,ooo.oo	
LOCAL PAY		35	36		FERS MIL DEP	7777.77						/pp,ppp.pp	
AUO		38	39		CIV SVC CRD	*NNNN.NN						*00,000.00	
AVAIL PAY		46	47		FICA	9999.99	0000.00					/rr,rrr.rr	
STAFF DIFF		41	42		HIT	/AAAA.AA	/BBBB.BB					/ss,sss.ss	
LUMP SUM LV	ddd.dd	eeee.ee	ffff.ff	/YYY,YY.YY	FEGLI	/CCCC.CC	/DDDD.DD					/tt,ttt.tt	
STAT CUT BK		gggg.gg		/ZZZ,ZZZ.ZZ	FEHB	/EEEE.EE	&EEEE.EE					/uu,uuu.uu	
GROSS EARNINGS		hhhh.hh		/aaa,aaa.aa	BILL OF COLL	/FFFF.FF							
PCS EARNINGS		*qqq,qqq.qq		*rrr,rrr.rr	TSP	/GGGG.GG	/HHHH.HH					/ww,www.ww	
EIC		j,jjj,jjj.jj	kkkk.kk	/bbb,bbb.bb	TSP LOAN	/IIII.II						/yy,yyy.yy	
COLA		l,111,111.11	21	/ccc,ccc.cc	NEBA	/JJJJ.JJ						/zz,zzz.zz	
NET EARNINGS		m,mmm,mmm.mm		/ddd,ddd.dd	VOL ALLOT	/KKKK.KK						/11,111.11	
GROSS AWARD 1		28		*MMM,MMM.MM	UNION DUES	/LLLL.LL						/22,222.22	
GROSS AWARD 2		29			BOND	/MMMM.MM						/33,333.33	
GROSS AWARD 3		30			BOND REFUND		/NNNN.NN					/44,444.44	
TAXABLE EARNINGS		*AAAA.AA		*BBB,BBB.BB	CFC	/OOOO.OO						/55,555.55	
FICA EARNINGS		*CCCC.CC		*DDD,DDD.DD	MISC	/PPPP.PP						/66,666.66	
HIT EARNINGS		*EEEE.EE		*FFF,FFF.FF	ADV PAY	32	33					34	
-----CUM DEDUCTIONS-----													
CSRS		*GGG,GGG.GG	NBR CHECKS	*K									
FERS		*III,III.II											
TSP		*JJJ,JJJ.JJ											
ADV PAY		31											
SUBJECT TO PRIVACY ACT OF 1974													
=====													
		EARNINGS					DEDUCTIONS/NET ADJUST						
BASE	B/W HOURS	B/W EARNINGS	CURR ADJUST	YTD EARNINGS	FED W/H	B/W DEDUCTION	ADJUSTMENT	YTD TOTALS					
LLL,LLL.LL	M,MMM,MMM.MM	N,NNN,NNN.NN	/QQ,QQQ,QQQ.QQ	FED W/H	0,000,000.00	ppp,ppp.pp		/ee,eee.ee					
OVERTIME	000,000.00	P,PPP,PPP.PP	/RR,RRR,RRR.RR	PCS W/H				*ss,sss,sss.ss					
OVERTIME ADJ	QQQ,QQQ.QQ	R,RRR,RRR.RR		U.S. INDEBT	q,q,q,q,q,q,q,q			/ff,fff,fff.ff					
NIGHT DIFF.	SSS,SSS.SS	T,TTT,TTT.TT	12	/SS,SSS,SSS.SS	BANKRUPT	r,rrr,rrr.rr		/gg,ggg,ggg.gg					
HAZARDOUS	UUU,UUU.UU	V,VVV,VVV.VV	14	/TT,TTT,TTT.TT	CHILD SUPP	s,sss,sss.ss		/hh,hhh,hhh.hh					
FIRE FIGHT		&CCC,CCC.CC	15		STATE TAX	t,ttt,ttt.tt	uuu,uuu.uu	/ii,iii,iii.ii					
SUN. DIFF.	WWW,WWW.WW	X,XXX,XXX.XX	17	/UU,UUU,UUU.UU	COUNTY TAX	v,vvv,vvv.vv	www,www.ww	/jj,jjj,jjj.jj					
HOL WKED	YYY,YYY.YY	Z,ZZZ,ZZZ.ZZ	19	/VV,VVV,VVV.VV	CITY TAX	x,xxx,xxx.xx	yyy,yyy.yy	/kk,kkk,kkk.kk					
UNUSED CT PAID		bb,bbb,bbb.bb	/WW,WWW,WWW.WW		CSRS	z,zzz,zzz.zz	111,111.11	/11,111,111.11					
SUPER DIFF.		2000.00			CSRS MIL DEP								
FOREIGN DIFF.		c,ccc,ccc.cc	20	/XX,XXX,XXX.XX	CSRS MIL DEP	4,444,444.44		/nn,nnn,nnn.nn					
RET ALLOW		1000.00			FERS MIL DEP		CFC						
LOCAL PAY													
AUO		46	47	48	FERS	5,555,555.55	666,666.66	/oo,ooo,ooo.oo					
AVAIL PAY					FERS MIL DEP	7,777,777.77		/pp,ppp,ppp.pp					
STAFF DIFF	ddd,ddd.dd	e,eee,eee.ee	f,fff,fff.ff	/YY,YYY,YYY.YY	CIV SVC CRD	*NNN,NNN.NN		*000,000.00					
LUMP SUM LV		g,ggg,ggg.gg		/ZZ,ZZZ,ZZZ.ZZ	FICA	9,999,999.99	000,000.00	/rr,rrr,rrr.rr					
STAT CUT BK		h,hhh,hhh.hh	i,iii,iii.ii	/aa,aaa,aaa.aa	FICA	/,AAA,AAA.AA	/BB,BBB.BB	/ss,sss,sss.ss					
GROSS EARNINGS		*ggg,ggg.gg		*rrr,rrr,rrr.rr	HIT	/,CCC,CCC.CC	/DD,DDD.DD	/tt,ttt,ttt.tt					
PCS EARNINGS		j,jjj,jjj.jj	k,kkk,kkk.kk	/bb,bbb,bbb.bb	FEGLI	/,CCC,CCC.CC	/DD,DDD.DD	/tt,ttt,ttt.tt					
EIC		l,111,111.11	21	/cc,ccc,ccc.cc	FEHB	/,EEE,EEE.EE	&EE,EEE.EE	/uu,uuu,uuu.uu					
COLA		m,mmm,mmm.mm		/dd,ddd,ddd.dd	BILL OF COLL	/,FFF,FFF.FF							
NET EARNINGS		*LLL,LLL.LL		*MM,MMM,MMM.MM	TSP	/,GGG,GGG.GG	/HH,HHH.HH	/ww,www,www.ww					
GROSS AWARD AMT					TSP LOAN	/,III,III.II		/yy,yyy,yyy.yy					
TAXABLE EARNINGS		*AAA,AAA.AA		*BB,BBB,BBB.BB	NEBA	/,JJJ,JJJ.JJ		/zz,zzz,zzz.zz					
FICA EARNINGS		*CCC,CCC.CC		*DD,DDD,DDD.DD	VOL ALLOT	/,KKK,KKK.KK		/11,111,111.11					
HIT EARNINGS		*EEE,EEE.EE		*FF,FFF,FFF.FF	UNION DUES	/,LLL,LLL.LL		/22,222,222.22					
-----CUM DEDUCTIONS-----													
CSRS		*GG,GGG,GGG.GG	NBR CHECKS	*KKK	BOND REFUND	/NN,NNN.NN		/44,444,444.44					
FERS		*II,III,III.II			CFC	/,OOO,OOO.OO		/55,555,555.55					
TSP		*JJ,JJJ,JJJ.JJ			MISC	/,PPP,PPP.PP		/66,666,666.66					
ADVPAY					ADV PAY								

REPORT 202 PAYROLL REGISTER  
DATA ELEMENTS

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- A. Pay Block: Processing
- B. SSN
- C. Employee Name: (Last, First, MI, Gen)
- D. Grade: Current
- E. Step
- F. Organization: Assigned
- G. Retirement Plan
- I. FLSA Paid Indicator
- J. Tour Of Duty: Shift From
- K. Salary: Hourly
- L. Regular Hours: B/W + Annual Leave: Used B/W +  
 Sick Leave: Used B/W + Comp Time: Used B/W +  
 Holiday Leave: Used B/W + Restored Leave: Used B/W +  
 Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +  
 Administrative Leave: Used B/W + Excused  
 Leave: Used B/W +  
 COP Leave: Hours Used B/W + Graduate Leave: Used B/W +  
 Jury Leave: Used B/W + Court Leave: Used B/W +  
 Credit Hours: Used B/W + Home Leave: Hours Used B/W +  
 Donated Al: Used B/W + Employee Hours Total Time Off Total Paid  
 Quantity
- M. Base Earnings: B/W
- N. Base Earnings: Adjustment
- O. Overtime: Hours B/W
- P. Overtime: Earnings B/W
- Q. Overtime: Hours Adjustment
- R. Overtime: Earnings Adjustment
- S. Night Differential: Hours B/W
- T. Night Differential: Erngs B/W
- U. Hazardous Hours: B/W
- V. Hazardous Earnings: B/W
- W. Sunday Diff: Hours B/W
- X. Sunday Diff: Earnings B/W
- Y. Holiday Hours: B/W
- Z. Holiday Earnings: B/W
- b. Comp Time: Cur CT Paid Amount
- 24. Supervisory Diff: B/W
- c. Foreign Diff: B/W
- 26. Retention Allow: B/W
- d. Lump Sum: Leave Hours (1+2)
- e. Lump Sum: Leave Payment
- f. Lump Sum: Leave Adj
- g. Statutory Cutback B/W
- h. Gross Earnings: B/W
- 28. Award: Earnings (1)

## REPORT 202 PAYROLL REGISTER

DATA ELEMENTS

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- 29. Award: Earnings (2)
- 30. Award: Earnings (3)
- j. EIC
- k. EIC: Adjustment
- l. COLA: B/W
- m. Net Earnings: B/W
- o. Federal Tax: B/W
- p. Federal Tax: Adjustment
- q. Indebtedness Due U.S.: B/W
- r. Bankruptcy: B/W
- s. Child Support: B/W
- t. State Tax: B/W
- u. State Tax: Cur Adj + State Tax: Frmr Adj
- v. County Tax: B/W
- w. County Tax: Adjustment
- x. City Tax: B/W
- y. Local Tax Entity: Deduction Adj + City Tax: Frmr Adj
- z. CSRS: B/W
- 1. Retirement: Cur Adj (If Retirement Plan = '1','6','R','T','C','E')  
+ CSRS: Frmr Adj (If Retirement Plan: Frmr Adj = '1','6','R','T','C','E')
- 4. CSRS: Mil Dep B/W
- 5. FERS: B/W
- 6. Retirement: Cur Adj (If Retirement Plan = 'K','M','N','L')  
+ FERS: Frmr Adj (If Retirement Plan: Frmr Adj = 'K','M','N','L')
- 7. FERS: Mil Dep B/W
- 9. FICA: B/W
- 0. FICA: Adjustment
- /A. HIT: B/W
- /B. HIT: Adjustment
- /C. FEGLI: B/W
- /D. FEGLI: Adjustment
- /E. FEHB: B/W
- /F. Bill Of Collection: Deduction
- /G. TSP: Cy Ded B/W + TSP: Py Ded B/W
- /H. TSP: Cy Ded Adj + TSP: Py Ded Adj
- /I. TSP: Loan Ded 1 B/W + TSP: Loan Ded 2 B/W
- /J. NEBA: Total B/W
- /K. Voluntary Allot: B/W
- /L. Union Dues: B/W
- /M. Bond: B/W
- /N. Bond: Refund (1 - 10)
- /O. CFC: B/W
- /P. Miscellaneous: B/W
- &B. Tour Of Duty: Shift To



## REPORT 202 PAYROLL REGISTER

DATA ELEMENTS

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&C. Fire Fighter: Prem Earn B/W  
 &E. FEHB: Prior Adj + FEHB: Cur Adj  
 12. Night Differential Earnings: Adjustment  
 14. Hazardous Earnings: Adjustment  
 15. Fire Fighter Earnings: Adjustment  
 17. Sunday Diff Earnings: Adjustment  
 19. Holiday Work: Earnings: Adjustment  
 20. Foreign Diff Earnings: Adjustment  
 21. COLA Earnings: Adjustment  
 25. Supervisory Diff: Current Adj  
 27. Retention Allow: Adj B/W  
 /Q. Base Earnings: YTD  
 /R. Overtime: Earnings YTD  
 /S. Night Differential: Erngs YTD  
 /T. Hazardous Earnings: YTD  
 /U. Sunday Diff: Earnings YTD  
 /V. Holiday Earnings: YTD  
 /W. Comp Time: YTD Payment Amount  
 /X. Foreign Diff: YTD  
 /Y. Lump Sum: Leave Payment YTD  
 /Z. Statutory Cutback YTD  
 /a. Gross Earnings: YTD  
 /b. EIC: YTD  
 /c. Cola: YTD  
 /d. Net Earnings: YTD  
 /e. Federal Tax: YTD  
 /f. Indebtedness Due U.S.: YTD  
 /g. Bankruptcy: YTD  
 /h. Child Support: YTD  
 /i. State Tax: YTD + PCS: State Tax Withheld YTD +  
 State Tax: Former W/H YTD(1-3) + PCS: Frmr W/H Subj St Tax YTD  
 /j. County Tax: YTD  
 /k. City Tax: YTD  
 /l. CSRS: Deduction YTD  
 /n. CSRS: Mil Dep YTD  
 /o. FERS: YTD  
 /p. FERS: Mil Dep YTD  
 /r. FICA: YTD  
 /s. HIT: YTD  
 /t. FEGLI: Basic YTD + FEGLI: Option A YTD + FEGLI: Option B YTD + FEGLI: Option  
 C YTD  
 /u. FEHB: Deduction YTD  
 /w. TSP: Cy YTD + TSP: Py Ded YTD  
 /y. TSP: Loan Ded 1 YTD + TSP: Loan Ded 2 YTD

## REPORT 202 PAYROLL REGISTER

DATA ELEMENTS

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- /z. NEBA: Total YTD
- /1. Voluntary Allot: YTD
- /2. Union Dues: YTD
- /3. Bond: YTD
- /4. Bond: Refund YTD
- /5. CFC: YTD
- /6. Miscellaneous YTD
- \*A. Taxable Earnings: B/W + PCS: Earnings Subj Fed Tax
- \*B. Taxable Earnings: YTD + PCS: Earnings Subj Fed Tax YTD
- \*C. FICA: Earnings B/W
- \*D. FICA: Earnings YTD
- \*E. HIT: Earnings B/W
- \*F. HIT: Earnings YTD
- \*G. CSRS: NASA Cum
- \*I. FERS: NASA Cum
- \*J. TSP: Deductions Cum - NASA
- \*K. Count Of Checks Issued
- \*M. Award: Amount YTD
- \*N. Civil Service Credit: B/W
- \*O. Civil Service Credit: YTD
- \*a Facility Code
- \*q. PCS: Earnings Subj Fed Tax
- \*r. PCS: Earnings Subj Fed Tax YTD
- \*s. PCS: Earnings Federal Tax Withheld
- \*x. Civil Serv Credit: B/W
- \*y. Civil Serv Credit: Adjustment
- \*z If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Table
- 31. Empl Adv Pay Cum Ded Amt
- 32. Empl Adv Pay Ded BW Amt
- 33. Empl Adv Pay Adj BW Amt
- 34. Empl Adv Pay YTD Ded Amt
- 35. Empl Local Pay BW Amt
- 36. Empl Local Pay BW Adj Amt
- 37. Empl Local Pay YTD Amt
- 38. Empl Admn Uctrd OT BW Amt
- 39. Empl Admn Uctrd OT BW Adj Amt
- 40. Empl Admn Uctrd OT YTD Amt
- 41. Empl Stff Diff BW Amt
- 42. Empl Stff Diff BW Adj Amt
- 43. Empl Stff Diff YTD Amt
- 44. Empl Grnsh Crnt Ded Amt
- 45. Empl Grnsh YTD Ded Amt
- 46. Availability Pay: B/W

REPORT 202 PAYROLL REGISTER

DATA ELEMENTS

---

47. Availability Pay: Adj

48. Availability Pay: YTD

**Pay Block & Center Totals Section (Additional Elements)**

\*L. Award: Earnings (1) + Award: Earnings (2) + Award: Earnings (3)

**Note:** All Adjustment Elements Require +/- Sign

SELECTION CRITERIA

- 1) Includes All Employees With The Following Criteria:
  - Installation Code Equal User Designated Center Code
  - Duty Status = 'Z'
  - Reactivation Indicator = 3
  - Gross Earnings: B/W = 0
  - Facility Code Equals User Designated Facility Code if entered
- 2) An Individual SSN
- 3) An Individual payblock
- 4) An Individual payblock, totals only
- 5) Center totals, only

**Note:** Program Adds Inactive No Paid Employee To Center Totals But Does Not Write Out Detail For The Record.

**REPORT 406      SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS      PAYROLL**  
**(PAGE 1 OF 11)**

**PURPOSE:** To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

**CONTENT:** Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, Non-EFT count, etc.

**SEQUENCE:** Totals by Agency, center, biweekly.

REPORT NO: 406		
SF 1166-EDP	VOUCHER AND SCHEDULE OF PAYMENTS SF 1166	
		SCHEDULE NO. A-AA-AAA
NASA		
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC		
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDD		AGENCY STATION NO. EE-EE-EEEE
-----		
APPROPRIATION SUMMARY		PAID BY:
eeeeeee	Y,YYY,YYY.YY	
GRAND TOTAL	F,FFF,FFF.FF	
-----		
SUPPORTING MAGNETIC TAPE INFORMATION		AMOUNT
MAGNETIC REEL NO. _____		
	ITEM COUNT	
DD/EFT	GGGG	F,FFF,FFF.FF
-----		
FOR AGENCY USE		
ELECTRONIC FUNDS TRANSFER		PP bb to be dated cc/cc/cc
	ITEM COUNT	
SALARY PAYMENTS	HHHH	I,III,III.II
SAVINGS ALLOTMENTS	JJJJ	K,KKK,KKK.KK
TSP LOANS	LLLL	M,MMM,MMM.MM
-----		
Pursuant to the authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriations designated hereon or on supporting vouchers.		F,FFF,FFF.FF GRAND TOTAL
Date		Authorized Certifying Officer

- |   |  |
|---|--|
| <p>A. PAYROLL-YEAR-PAY Period Number, Supplement (i.e., P-88-13B)</p> <p>C. Installation: Name</p> <p>D. Installation: Address</p> <p>E. Payroll Office Number</p> <p>Y. Y on Page 5</p> <p>F. I + K + M</p> <p>G. H + J + L</p> <p>H. Count of I</p> <p>I. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via DD/EFT (Net Pay: Disposition Code = 2)</p> <p>J. Count of Voluntary Allotments if (Voluntary Allot: Req'st Amt &gt; 0) and (Voluntary Allot: B/W &gt; 0) and (Allotment Deduction Code not = 'D')</p> <p>K. Total of (Voluntary Allot: B/W)</p> <p>L. Count of TSP Loan Repayments (if TSP: Loan Current Deductions &gt; 0)</p> | <p>M. Total of (TSP: Loan Current Deductions + TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment)</p> <p>b. Pay Period Number</p> <p>c. Pay Period Ending Date + 10 days</p> <p>e. Appropriation Summary Code</p> <p><b>SELECTION CRITERIA:</b><br/>Includes all employees with the following criteria:</p> <ul style="list-style-type: none"> <li>- Center Code equals user designated Center Code</li> <li>- Duty Status not equal 'Z'</li> <li>- Reactivation Indicator not equal 3</li> <li>- Gross Earnings: B/W not equal 0</li> <li>- Award: Amount not equal 0 and</li> <li>- All Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date</li> </ul> |
|---|--|

**REPORT 406      SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS      PAYROLL**  
**(PAGE 2 OF 11)**

**PURPOSE:** To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

**CONTENT:** Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc

**SEQUENCE:** Totals by Agency, center, biweekly.

REPORT NO: 406	
SF 1166-EDP	VOUCHER AND SCHEDULE OF PAYMENTS SF 1166
SCHEDULE NO. A-AA-AAA	
NASA CCCCCCCCCCCCCCCCCCCCCCCCCCCCCC DDDDDDDDDDDDDDDDDDDDDDDDDDDDD	
AGENCY STATION NO. EE-EE-EEEE-----	
APPROPRIATION SUMMARY eeeeeee	PAID BY: Y,YYY,YYY.YY
GRAND TOTAL	F,FFF,FFF.FF
-----	
SUPPORTING MAGNETIC TAPE INFORMATION	AMOUNT
MAGNETIC REEL NO. _____	
REGULAR SALARY AND MISC DED	ITEM COUNT GGGG F,FFF,FFF.FF
-----	
FOR AGENCY USE	
SALARY CHECKS, AWARDS AND PAYROLL DEDUCTIONS	PP bb to be dated cc/cc/cc
NAME ONLY - OFFICE	ITEM COUNT HHHH I,III,III.II
NAME ONLY - AWARDS	JJJJ K,KKK,KKK.KK
SALARY CHECKS MAILED	LLLL M,MMM,MMM.MM
MISCELLANEOUS PAYMENTS	NNNN O,000,000.00
-----	
Pursuant to the authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriations designated hereon or on supporting vouchers.	F,FFF,FFF.FF GRAND TOTAL
Date	Authorized Certifying Officer

- |  |  |
|--|--|
| <p>A. Payroll + Year + Pay Period Number, Supplement (i.e. P-88-13B)</p> <p>C. C on page 1</p> <p>D. D on page 1</p> <p>E. E on page 1</p> <p>Y. Y on Page 5</p> <p>F. I + K + M + O</p> <p>G. H + J + L + N</p> <p>H. Count of I</p> <p>I. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via Office Address (Net Pay: Disposition Code = 0 and Office Check = 'Y')</p> <p>J. Count of Award Checks with Award: Amount not = 0 and Award: Designated Agent Check not = Blank + Count of Non-Personnel Action Cash Award Checks with an Award Payment Date equal to the current pay date</p> <p>K. Total of Award: Net Earnings (if Award: Local Check = 'Y') + Award Net Amount for all Non-</p> | <p>Personnel Action Cash Awards with an Award Payment Date equal to the current pay date</p> <p>L. Count of M</p> <p>M. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via Mailing Address (Net Pay: Disposition Code = 0 and Office Check = blank)</p> <p>N. Count of Misc Payments (NEBA Ins., CFC, Union Dues, Child Support (1-3), Indebtedness Due U.S. (1-5), Bankruptcy, Garnishments (1-9))</p> <p>O. Total of (NEBA: Total B/W + CFC: B/W + CFC: Adjustment + Union Dues: B/W + Union Dues: Adjustment + Child Support: B/W (1-3) + Indebtedness Due U.S.: B/W (1-5) + Bankruptcy: B/W + Empl Grnsh Crnt Ded Amt (1-9))</p> <p>b. b on page 1</p> <p>c. c on page 1</p> <p>e. Appropriation Summary Code</p> |
|--|--|

**REPORT 406      SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS      PAYROLL**  
**(PAGE 3 OF 11)**

**PURPOSE:** To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

**CONTENT:** Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

**SEQUENCE:** Totals by Agency, center, biweekly.

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REPORT NO: 406

SF 1166 INFORMATION FOR VOUCHER AND SCHEDULE OF PAYMENTS

APPROPRIATION SUMMARY:
      eeeeeee      YYYYYYYY
      80X6875      GGGGGGGG

      GRAND TOTAL      IIIIIIIII      NO CHECK TOTAL 00000000

80X6050  - hhhhhhhhhh  BOND: B/W

80X6275  - ZZZZZZZZZ  STATE TAX: B/W, STATE TAX: CUR/FRMR ADJUSTMENT,
COUNTY TAX: B/W, COUNT TAX: ADJUSTMENT,
CITY TAX: B/W, CITY TAX: ADJUSTMENT

80X6875  - GGGGGGGGG  FEHB RETIREMENT SET-OFF
CSRS: MIL DEP CASH PMT.
FERS: MIL DEP CASH PMT.
FEHB: CASH COLLECTION

80F3875  - dddddddddd TSP: CY DED B/W,
TSP: CY DED ADJ,
TSP: GOVT BASIC CONTR B/W,
TSP: GOVT BASIC ADJ TOTAL,
TSP: GOVT MATCH CONTR TOT B/W,
TSP: MATCHING ADJ TOT,
TSP: PY DED B/W,
TSP: PY DED ADJ.

24X8135.8 - iiiiiiiiii CSRS: B/W,
CSRS: CUR/FRMR ADJUSTMENT,
CSRS: GOVT CONTR B/W,
CSRS: GOVT CONTR CUR/FRMR ADJ,
CSRS: MIL DEP B/W,
CSRS: MIL DEP CASH PMT. ,
CSRS: RE-EMPL ANNUITANTS: SALARY OFFSET,
FERS: B/W,
FERS: CUR/FRMR ADJUSTMENT,
FERS: GOVT CONTR B/W,
FERS: GOVT CONTR CUR/FRMR ADJ,
FERS: MIL DEP B/W,
FERS: MIL DEP CASH PMT,
FERS: RE-EMPL ANNUITANTS: SALARY OFFSET,
CSC: B/W,
FEGLI: B/W,
FEGLI: ADJUSTMENT,
FEGLI: GOVT CONTR B/W,
FEHB: B/W,
FEHB: CUR/FRMR ADJ,
FEHB: GOVT CONTR B/W,
FEHB: GOVT CONTR CUR/FRMR ADJ,
FEHB: CASH COLLECTION,
FEHB: SPOUSAL CASH PAYMENT

```

REPORT 406 SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS  
DATA ELEMENTS (cont'd)

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(Page 3 of 11)

- Y. Y on Page 5
- G. Total Of (CSRS: Mil Dep Cash Pmt +  
FERS: Mil Dep Cash Pmt +  
FEHB: Spousal Payment Amt +  
FEHB: Cash Collection)
- I. Y + G
- O. h + Z + G + d + i
- h. Total of (Bond: B/W - Bond: Refund)
- d. A on Page 6
- i. G on Page 6
- e. Appropriate Summary Code on Page 1
- f.
- Z. Total of  
[State Tax: B/W + State Tax: Adjustment + Former State Adjustment + State Tax: Award B/W (if  
Award: Designated Agent Check not = Blank) + Award State Tax Deduction Amount in that State]  
+  
Total of [County Tax: B/W + County Tax: Adjustment in that County] + Total of [City Tax: B/W +  
City Tax: Adjustment + City Tax: Award B/W (if Award: Designated Agent Check not = Blank) +  
Award City Tax Deduction Amount in that City for all Non-Personnel Action Cash Awards with an  
Award Payment Date equal to the current pay date]

**REPORT 406      SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS      PAYROLL**  
**(PAGE 4 OF 11)**

**PURPOSE:** To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

**CONTENT:** Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

**SEQUENCE:** Totals by Agency, center, biweekly.

REPORT NO: 406			
SF 1166 INFORMATION FOR VOUCHER AND SCHEDULE OF PAYMENTS			
APPROPRIATION SUMMARY:			
EEEEEE	Y,YYY,YYY.YY		
80X6875	G,GGG,GGG.GG		
GRAND TOTAL	I,III,III.II	NO CHECK TOTAL	0,000,000.00
	ITEM COUNT:	AMOUNT:	
EFT PAYMENTS:			
NET PAYMENTS	aaaa	b,bbb,bbb.bb	
SAVINGS ALLOTMENTS	cccc	d,ddd,ddd.dd	
TSP LOAN REPAYMENTS	eeee	f,fff,fff.ff	
GRAND TOTAL EFT PMTS	gggg	h,hhh,hhh.hh	
NON EFT PAYMENTS:			
NAME ONLY CHECKS - OFFICE	iiii	j,jjj,jjj.jj	
NAME ONLY CHECKS - AWARDS	kkkk	l,lll,lll.ll	
SALARY CHECKS MAILED	mmmm	n,nnn,nnn.nn	
MISC PAYMENTS	oooo	p,ppp,ppp.pp	
GRAND TOTAL NON EFT PMTS	qqqq	r,rrr,rrr.rr	
TOTAL NET PAY	s,sss,sss.ss		
TOTAL EMPLOYEES PAID	tttt		
TOTAL EMPLOYEES NOT PAID	uuuu		
TOTAL EMPLOYEES	vvvv		

Y. Y on page 5	j. I on page 2
G. G on page 3	k. J on page 2
I. I on page 3	l. K on page 2
O. O on page 3	m. L on page 2
E. Appropriation Summary Code	n. M on page 2
a. H on page 1	o. N on page 2
b. I on page 1	p. O on page 2
c. J on page 1	q. G on page 2
d. K on page 1	r. F on page 2
e. L on page 1	s. b + n + j
f. M on page 1	t. a + m + i
g. G on page 1	u. Count of employees with Net Earnings: B/W = 0
h. F on page 1	v. t + u
i. H on page 2	



**REPORT 406      SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS      PAYROLL**  
**(PAGE 5 OF 11)**

**PURPOSE:** To provide a recap for Accounting; To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

**CONTENT:** Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc

**SEQUENCE:** Totals by Agency, center, biweekly.

REPORT NO: 406		RECAP FOR ACCOUNTING	
eeeeeee		Y,YYY,YYY.YY	
	NET PAY TO EMPLOYEES	A,AAA,AAA.AA	
	NEBA INSURANCE	B,BBB,BBB.BB	
	COMBINED FEDERAL CAMPAIGN	C,CCC,CCC.CC	
	UNION DUES	D,DDD,DDD.DD	
	CHILD SUPPORT	E,EEE,EEE.EE	
	COMMERCIAL GARNISHMENTS	R,RRR,RRR.RR	
	INDEBTEDNESS DUE U.S.	F,FFF,FFF.FF	
	BANKRUPTCY	G,GGG,GGG.GG	
	BILL FOR COLLECTION	H,HHH,HHH.HH	
	MISC DEDUCTIONS	I,III,III.II	
	ADVANCE DEDUCTION	L,LLL,LLL.LL	
80F0103	FEDERAL WITHHOLDING TAX	J,JJJ,JJJ.JJ	
	FEDERAL INCOME TAX	K,KKK,KKK.KK	
	EIC	P,PPP,PPP.PP	
	FICA EMPLOYEES	L,LLL,LLL.LL	
	FICA EMPLOYERS	M,MMM,MMM.MM	
	HIT EMPLOYEES	N,NNN,NNN.NN	
	HIT EMPLOYERS	O,OOO,OOO.OO	
80X6275	STATE/COUNTY/CITY WITHHOLDING TAX	Z,ZZZ,ZZZ.ZZ	
	STATE NAME		
	fffff ffff fff ffffff	gg,ggg,ggg.gg	h,hhh,hhh,hhh.hh
	CITY NAME		
	iiiiii iiii iii iiii	jj,jjj,jjj.jj	k,kkk,kkk,kkk.kk

**REPORT 406      SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS      (Page 5 of 11)**  
**DATA ELEMENTS**

- A. Total of (Net Earnings: B/W + K on page 2)
- B. Total of NEBA: Total B/W
- C. Total of (CFC: B/W + CFC: Adjustment)
- D. Total of (Union Dues: B/W + Union Dues: Adjustment)
- E. Total of Child Support: B/W (1-3)
- F. Total of Indebtedness Due U.S.: B/W (1-5)
- G. Total of Bankruptcy: B/W
- H. Total of Bill of Collection: Deduction (i.e. Phone Bill, O/P Travel Advance, Lost Government Property)
- I. Total of Miscellaneous Required Amt
- J. K + L + M + N + O + P
- K. Total of  
 [Federal Tax: B/W + Federal Tax: Adjustment + Federal Tax: Award B/W (if Award Designated Agent Check not = Blank) + Award Federal Tax Deduction Amount]
1. Total of  
 [Empl Adv Pay Ded B/W Amt + Empl Adv Pay Ded Adj]

DATA ELEMENTS

---

- L. Total of  
[FICA: B/W + FICA: Adjustment + FICA: Award B/W (if Award Designated Agent Check not = Blank) + Award OASDI Deduction Amount (for all Non- Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)]
- M. Total of  
[FICA: Govt Contr B/W + FICA: Govt Contr Cur Adj + FICA: Govt Contr Cur Award (if Award Designated Agent Check not = Blank) + Award OASDI Government Contribution Amount (for all Non- Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)]
- N. Total of  
[HIT: B/W + HIT: Adjustment + HIT: Award B/W (if Award Designated Agent Check not = Blank) + Award HIT Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)]
- O. Total of  
[HIT: Govt Contr B/W + HIT: Govt Contr Cur Adj + HIT: Govt Contr Cur Award (if Award Designated Agent Check not = Blank) + Award HIT Government Contribution Amount (for all Non- Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)]
- P. Total of (EIC + EIC: Adj)
- R. Total of Empl Grnsh Crnt Ded Amt (1-9)
- Y.  $A + B + C + D + E + F + G + H + I + R$
- Z. Z on page 3
- e. Appropriation Summary Code
- f. State name
- g. Total of  
[State Tax: B/W + State Tax: Adjustment + Former State Adjustment + State Tax: Award B/W (if Award: Designated Agent Check not = Blank and State Tax Code not = Blank) + Award State Tax Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each State Code
- h. Total of  
[State Gross Earnings + Award: Earnings (if Award: Designated Agent Check not = Blank and State Tax Code ne Blank) + Award Gross Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each State Code
- i. City name
- j. Total of  
[City Tax: B/W + City Tax: Adjustment + Former City Adjustment + City Tax: Award B/W (if Award: Designated Agent Check not = Blank and State Tax Code not = Blank) + Award City Tax Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each City Code
- k. Total of  
[City Gross Earnings + Award: Earnings (if Award: Designated Agent Check not = Blank) + Award Gross Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award City Tax Code not = Blank)] for each City Code

**REPORT 406      SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS      PAYROLL**  
**(PAGE 6 OF 11)**

**PURPOSE:** To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

**CONTENT:** Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

**SEQUENCE:** Totals by Agency, center, biweekly.

REPORT NO: 406

RECAP FOR ACCOUNTING

80F3875	TSP (THRIFT SAVINGS PLAN)	A,AAA,AAA.AA
	CSRS	B,BBB,BBB.BB
	FERS (EMPLOYEES)	C,CCC,CCC.CC
	FERS GOVT BASIC	D,DDD,DDD.DD
	FERS GOVT MATCHING	E,EEE,EEE.EE
80X6050	SAVINGS BONDS	F,FFF,FFF.FF
24X8135.8	OPM - SF 2812	G,GGG,GGG.GG
	FEGLI (EMPLOYEES)	H,HHH,HHH.HH
	BASIC	I,III,III.II
	OPTION A	J,JJJ,JJJ.JJ
	OPTION B	K,KKK,KKK.KK
	OPTION C	L,LLL,LLL.LL
	FEGLI (EMPLOYERS)	M,MMM,MMM.MM
	FEHB EMPLOYEES	N,NNN,NNN.NN
	FEHB EMPLOYERS	O,OOO,OOO.OO
	FEHB CASH COLLECTION	P,PPP,PPP.PP
	FEHB SPOUSAL PAYMENTS	Q,QQQ,QQQ.QQ
	CSRS MILITARY DEPOSIT	R,RRR,RRR.RR
	FERS MILITARY DEPOSIT	S,SSS,SSS.SS
	CIVILIAN SERVICE CREDIT	T,TTT,TTT.TT
	CSRS RETIREMENT TL (EMPL)	U,UUU,UUU.UU
	CSRS RETIREMENT TL (EMPR)	V,VVV,VVV.VV
	CSRS SALARY OFFSET REEMPL ANNUIT	W,WWW,WWW.WW
	FERS SALARY OFFSET REEMPL ANNUIT	X,XXX,XXX.XX
	FERS RETIREMENT (EMPL)	Y,YYY,YYY.YY
	FERS RETIREMENT (EMPR)	Z,ZZZ,ZZZ.ZZ
	FERS MIL RESERVE TECH (EMPL)	a,aaa,aaa.aa
	FERS MIL RESERVE TECH (EMPR)	b,bbb,bbb.bb
	FERS SPECIAL (EMPL)	c,ccc,ccc.cc
	FERS SPECIAL (EMPR)	d,ddd,ddd.dd

- A. B + C + D + E
- B. Total Of (TSP: Emp Dist G-Fund, F-Fund, C-Fund + TSP: Emp Adj G-Fund, F-Fund, C-Fund)  
If Retirement Plan = 1, 6, R, T, C, E
- C. Total Of (TSP: Emp Dist G-Fund, F-Fund, C-Fund + TSP: Emp Adj G-Fund, F-Fund, C-Fund)  
If Retirement Plan not = 1, 6, R, T, C, E
- D. Total Of (TSP: Govt Basic Amt G-Fund, F-Fund, C-Fund + TSP: Govt Basic Adj G-Fund, F-Fund, C-Fund)  
Regardless of Retirement Plan
- E. Total Of (TSP: Govt Match Amt G-Fund, F-Fund, C-Fund + TSP: Govt Match Adj G-Fund, F-Fund, C-Fund)  
Regardless of Retirement Plan
- F. Total Of (Bond: B/W - Bond: Refund)
- G. H + M + N + O + P + Q + R + S + T + U + V + W + X + Y + Z + a + b + c + d
- H. I + J + K + L
- I. Total Of (FEGLI: Basic B/W + FEGLI: Basic Life Adj)
- J. Total Of (FEGLI: Standard Opt 'A' B/W + FEGLI: Opt A Adj)
- K. Total Of (FEGLI: Additional Opt 'B' B/W + FEGLI: Additional Opt B Adj)
- L. Total Of (FEGLI: Family Opt B/W + FEGLI: Family Opt Adj)
- M. Total Of (FEGLI: Basic B/W / 2 + FEGLI: Govt Contr Adj )
- N. Total of [FEHB: B/W + FEHB: Prior Adj (If FEHB: Prior Plan Code not = Blank, 'ZZX', 'ZZY', or 'ZZZ') + FEHB: Cur Adj (if FEHB: Plan Code not = Blank, 'ZZX', 'ZZY', or 'ZZZ')]
- O. Total Of [FEHB: Govt Contr B/W (if FEHB: Contribution Flag not = 'Y') + FEHB: Govt Contr Prior Adj (if FEHB: Prior Plan Code not = Blank, 'ZZX', 'ZZY', or 'ZZZ') + FEHB: Current Govt Adj Emgs)
- P. Total Of FEHB: Cash Collection
- Q. Total Of FEHB: Spousal Cash Payment (if Pay-Spousal-Center-Code = User Designated Center Code and Pay-Spousal-Data-Date < Pay Cntl: Current PP Begin Date + 3 of Pay-Spousal-Data-Date > Pay Cntl: Current PP Ending Date + 3)
- R. Total Of (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash Pmt)
- S. Total Of (FERS: Mil Dep B/W + FERS: Mil Dep Cash Pmt)
- T. Total Of (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment)
- U. Total Of [CSRS: B/W + Retirement: Employee Adj (If Retirement Code = 1, 6, R, T, C, E)+ CSRS: Adjustment (If Retirement Code: Former Adj = 1, 6, R, T, C, E)]
- V. Total Of [CSRS: Govt Contr B/W + Retirement: Government Adj (If Retirement Plan = 1, 6, R, T, C, E) + CSRS: Former Retire Current Adj (If Retirement Code: Former Adj = 1, 6, R, T, C, E)]
- W. Total Of (Salary: Offset + CSRS: Current Salary Offset Adj)  
If Retirement Plan not = K, L, M, N and Annuitant Indicator = '1', '4', or '5'
- X. Total Of (Salary: Offset + FERS: Current Salary Offset Adj)  
If Retirement Plan = K, L, M, N, 2 and Annuitant Indicator = 'A', 'C', or 'E'

- Y. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = K) +  
FERS: Adjustment (If Retirement Code: Former Adj = K)]
- Z. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = K) +  
FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = K)]
- a. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = N) +  
FERS: Adjustment (If Retirement Code: Former Adj = N)]
- b. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = N) +  
FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = N)]
- c. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = M) +  
FERS: Adjustment (If Retirement Code: Former Adj = M)]
- d. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = M) +  
FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = M)]









**REPORT 406      SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS      PAYROLL**  
**(PAGE 10 OF 11)**

**PURPOSE:** To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

**CONTENT:** Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

**SEQUENCE:** Totals by Agency, center, biweekly.

REPORT NO: 406		SUBJECT TO PRIVACY ACT OF 1974	
MAGNETIC TAPE: MISCELLANEOUS PAYMENTS			
AGENCY STATION NO:		AA-AA-AAAA	
SCHEDULE NO:		z-zz-zzz	
PAY PERIOD:		bb	
PAYROLL PAY PERIOD		aa/aa/aa - cc/cc/cc	
DATE CHECKS:		cc/cc/cc	
NO OF BANKRUPTCY PAYMENTS: BBBB	AMT BANKRUPTCY PAYMENTS: 0,000,000.00		
NO OF CHILD SUPPORT PAYMENTS: CCCC	AMT CHILD SUPPORT PAYMENTS: J,JJJ,JJJ.JJ		
NO OF COM GARNISHMT PAYMENTS: eeee	AMT COM GARNISHMT PAYMENTS: f,fff,fff.ff		
NO OF INDEBTEDNESS DUE U.S.: DDDD	AMT INDEBTEDNESS DUE U.S.: K,KKK,KKK.KK		
NO OF NEBA INS. PAYMENTS: dddd	AMT NEBA INS. PAYMENTS: G,GGG,GGG.GG		
NAME/ADDRESS		ACCOUNT#/CASE#	AMOUNT
		/PAYMENT TYPE	
		EMPLOYEE NAME/SSN	
EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE	HHHHHHHHHHHH	I,III,III.II	
FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF	333333333333		
FFFFFFFFFFFFFFFF, FFF FFFF-FFFF	555555555		
LLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLL	NNNNNNNNNNNN	P,PPP,PPP.PP	
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM	333333333333		
MMMMMMMMMMMMMMMM, MMM MMMM-MMMM	555555555		
QQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQ	SSSSSSSSSSSS	T,TTT,TTT.TT	
RRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRR	333333333333		
RRRRRRRRRRRRRR, RRR RRRR-RRRR	555555555		
UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU	W,WWW,WWW.WW		
VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV			
VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV			
VVVVVVVVVVVVVV, VVV VVVV-VVVV			

SUBJECT TO PRIVACY ACT OF 1974

REPORT 406 SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS (Page 10 of 11)  
DATA ELEMENTS

---

- A. Payroll Office Number
- B. Number of Bankruptcy Payments
- C. Number of Child Support Payments
- D. Number of Indebtedness Due U.S. Payments
- E. Bankruptcy: Agency Name
- F. Bankruptcy: Agency Addr
- G. B on Page 5
- H. Bankruptcy: Remarks (Account #)
- I. Total of BANKRUPTCY:B/W for given Account
- J. E on page 5
- K. F on page 5
- L. Child Support: Payee Name
- M. Child Support: ACY Addr
- 3. Employee Name
- 5. SSN
- N. Child Support: Remarks (Case #)
- O. G on page 5
- P. Total of Child Support: B/W for given Account
- Q. Indebtedness due U.S.: ACY Name
- R. Indebtedness due U.S.: ACY Addr
- S. Indebtedness due U.S: Type (Payment Type)
- T. Total of Indebtedness U.S.: B/W for given Payment Type and Agency
- U. NEBA: Name
- V. NEBA: Address
- W. Total of NEBA: Total B/W for given NEBA Chapter
  - a. Pay Period Ending Date - 13 Days
  - b. Pay Period Number
  - c. Pay Period Ending Date + 10 Days
  - d. Number of NEBA Payments
  - e. Number of Commercial Garnishment Payments
  - f. R on page 5
  - z. PAYROLL-YEAR-PAY Period Number, Supplement (i.e. P-88-13A0

**REPORT 406      SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS      PAYROLL**  
**(PAGE 11 OF 11)**

**PURPOSE:** To provide Data for preparing required payroll vouchers for biweekly submission to the Financial Center.

**CONTENT:** Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

**SEQUENCE:** Totals by Agency, center, biweekly.

REPORT NO: 406	NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:
SEQUENCE BY:	INSTALLATION NAME		DATE:
SF 1166-EDP	VOUCHER AND SCHEDULE OF PAYMENTS		TIME:
		SCHEDULE NO. A-AA	
NASA			
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB			
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC		AGENCY LOCATION CODE DDDDDDDDD	
-----			
APPROPRIATION SUMMARY		P A I D B Y	
80X6050                      E,EEE,EEE,EEE.EE			
-----			
PAYEE		AMOUNT	
FEDERAL RESERVE BANK OF FFFFFFFFFFFFFFFFFF		G,GGG,GGG,GGG.GG	
U.S. Savings Bonds, Series EE			
DENOM.	NO. BONDS	COST	
\$ 100	HHHHHHH	I,III,III,III.II	
200	JJJJJJJ	K,KKK,KKK,KKK.KK	
500	LLLLLLL	M,MMM,MMM,MMM.MM	
1000	NNNNNNN	O,OOO,OOO,OOO.OO	
-----			
SUPPORTING MAGNETIC TAPE INFORMATION			
Per Attached Magnetic Tape Reel No. _____			
Bond Volume P P P P P			
Pay Period Q Q			
-----			
Pursuant to the authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated hereon or on supporting vouchers.		R,RRR,RRR,RRR.RR GRAND TOTAL	
Date	Authorized Certifying Officer		
	Telephone Number		

- |   |  |
|---|--|
| A. 'B-' Pay Period Number   | J. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 200  |
| B. Installation: Name   | K. J * Bond: Purchase Price  |
| C. Installation: Address  | L. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 200  |
| D. Payroll Office Number  | M. L * Bond: Purchase Price  |
| E. I + K + M + O  | N. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 1000 |
| F. Installation: Bond FRB City  | O. N * Bond: Purchase Price  |
| G. E  | P. H + J + L + N   |
| H. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 100 | Q. Pay Period Number   |
| I. H * Bond: Purchase Price   | R. E   |

**REPORT 107 LIMITED APPOINTMENT EMPLOYEES****PAYROLL**

**PURPOSE:** To control limited appointments, and severance pay payments.  
**CONTENT:** All limited appointment employees.  
**SEQUENCE:** Selective By Center, Pay block: Processing, Employee Name or  
Pay Block: Processing, SSN  
Page break by Center, Pay Block: Processing  
Totals by Pay Block: Processing and Center

REPORT NO: 107		SUBJECT TO PRIVACY ACT OF 1974					PAGE:		
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM					DATE:		
		INSTALLATION NAME					TIME:		
LIMITED APPOINTMENT EMPLOYEES									
AS OF MM/DD/YY									
PB	SSN	NAME	HOURS/DAYS/DOLLARS	USED	LIMITATION	TYPE	DATE	DAYS/	DOLLAR
			CURRENT	CUMULATIVE	BALANCE	LIMITATION	LIMIT	HOURS	LIMIT
A	BBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	J
	.	.		.					
	.	.		.					
	.	.		.					
SEVERANCE TOTAL		NBR OF EMPS.		*** Totals Line					
OTHER TOTAL		NBR OF EMPS.		*** Totals Line					
	.	.		.					
	.	.		.					
	.	.		.					
SEVERANCE GRAND TOTAL		NBR OF EMPS.		*** Totals Line					
OTHER GRAND TOTAL		NBR OF EMPS.		*** Totals Line					

SUBJECT TO PRIVACY ACT OF 1974

REPORT 107 LIMITED APPOINTMENT EMPLOYEES  
DATA ELEMENTS

---

A. Pay Block: Processing

B. SSN

C. Employee Name (Last, First, MI, Gen)

D. = Regular Hours: B/W + Overtime: Hours B/W +  
 Annual Leave: Used B/W + Sick Leave: Used B/W +  
 Holiday Leave: Used B/W + Restored Leave: Used B/W +  
 Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +  
 Administrative Leave: Used B/W + Excused Leave:  
 Used B/W +  
 Cop Leave: Hours Used B/W + Graduate Leave: Used B/W +  
 Jury Leave: Used B/W + Court Leave: Used B/W +  
 Credit Hours: Used B/W + Home Leave: Hours Used B/W +  
 Comp Time: Used B/W  
 If Employee Has Appointment: Day Limit Only

= Regular Hours: B/W + Overtime: Hours B/W +  
 Annual Leave: Used B/W + Sick Leave: Used B/W +  
 Holiday Leave: Used B/W + Restored Leave: Used B/W +  
 Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +  
 Administrative Leave: Used B/W + Excused Leave:  
 Used B/W +  
 Cop Leave: Hours Used B/W + Graduate Leave: Used B/W +  
 Jury Leave: Used B/W + Court Leave: Used B/W +  
 Credit Hours: Used B/W + Home Leave: Hours Used B/W +  
 Comp Time: Used B/W  
 If Employee Has Appointment: Day Limit and Appointment: NTE Date

= Regular Hours: B/W + Overtime: Hours B/W +  
 Annual Leave: Used B/W + Sick Leave: Used B/W +  
 Holiday Leave: Used B/W + Restored Leave: Used B/W +  
 Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +  
 Administrative Leave: Used B/W + Excused Leave:  
 Used B/W +  
 Cop Leave: Hours Used B/W + Graduate Leave: Used B/W +  
 Jury Leave: Used B/W + Court Leave: Used B/W +  
 Credit Hours: Used B/W + Home Leave: Hours Used B/W +  
 Comp Time: Used B/W  
 If Employee Has Appointment: NTE Date and Appointment: Hour Limit

= Gross Earnings: B/W If Employee Has Appointment: Dollar Limit Only  
 = Gross Earnings: B/W If Employee Has Appointment: Dollar Limit and Appointment: NTE  
 Date  
 = Gross Earnings: B/W If Employee Has Appointment: NTE Date Only  
 = Gross Earnings: B/W If Employee Is A Severance Employee

E. Limited Emp: Amt Used To Date

F. = Appointment: Hour Limit - E, If Employee Has Appointment: Hour Limit  
 = Appointment: Dollar Limit - E, If Employee Has Appointment: Dollar Limit  
 = Appointment: Day Limit - E, If Employee Has Appointment: Day Limit  
 = Appointment: Dollar Limit - E, If Employee Is A Severance Employee

- G. = 'Day' If Employee Has Appointment: Day Limit Only  
= 'Day/Date' If Employee Has Appointment: Day Limit and Appointment: NTE Date  
= 'Date/Hour' If Employee Has Appointment: NTE Date and Appointment: Hour Limit  
= 'Dollar' If Employee Has Appointment: Dollar Limit Only  
= 'Dte/Dollr' If Employee Has Appointment: NTE Date and Appointment: Dollar Limit  
= 'Date' If Employee Has Appointment: NTE Date Only  
= 'Severance' If Employee Is A Severance Employee
- H. Appointment: NTE Date
- I. Appointment: Hour Limit Or Appointment: Day Limit
- J. Appointment: Dollar Limit

#### SELECTION CRITERIA

Includes all employees with of the following criteria:

- Center Code equal user designated Center Code
- Duty Status equal 'Z' and Appointment: Dollar Limit greater than 0
- Position Type not equal 0 or 1
- FTE Line Item not equal 1, 2, 10 or 11
- Appointment: NTE Date greater than 0 or  
Appointment: Dollar Limit greater than 0 or  
Appointment: Hour Limit greater than 0 or  
Appointment: Day Limit greater than 0
- Limited Emp: Amt Used To Date greater than 0
- Gross Earnings: B/W greater than 0

**REPORT 102 NET PAY/VOLUNTARY ALLOTMENT DISPOSITION REGISTER (DD-EFT)**

PAYROLL

**PURPOSE:** To provide documentation of net pay and voluntary allotments processed this period.

**CONTENT:** Employees who receive their pay or voluntary allotments via DD/EFT.

**SEQUENCE:** Selective By Center, Financial Inst Routing Nbr, Employee Name or SSN.  
Totals by Financial Inst Routing Nbr and Center including employee counts for Net checks and voluntary allotments. Within sequence selection, separates those receiving zero pay and non-zero pay with totals for each group.  
Page break by Center, Financial Inst Routing Nbr.

REPORT NO: 102		SUBJECT TO PRIVACY ACT OF 1974		PAGE:	
SEQUENCED BY: FINANCIAL INSTITUTION,		NASA PERSONNEL AND PAYROLL SYSTEM		DATE:	
PAID INDICATOR, SSN		INSTALLATION NAME		TIME:	
EFT NET PAY / VOLUNTARY ALLOTMENT DISPOSITION REGISTER					
PAY PERIOD ENDING MM/DD/YY					
SSN	FACILITY	NAME	FINANCIAL INST. ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE
---	-----	----	-----	-----	-----
123456789		SCHNELL, KEVIN J.	011000028	12345678901234567	
AAAAA	T	BB	CCCCCCCC	DDDDDDDDDDDDDDDDDD	U
					EEE,EEE.EE
NON-ZERO PAID TOTALS					
TOTAL DOLLARS					OO,OOO,OOO.OO
NUMBER OF EMPLOYEES PAID					PP,PPP,PPP.PP
ZERO PAID TOTALS					
TOTAL DOLLARS					GG,GGG,GGG.GG
NUMBER OF EMPLOYEES NOT PAID					HH,HHH,HHH.HH
INSTITUTION TOTALS					
NAME OF FINANCIAL INSTITUTION:					JJJ,JJJ,JJJ.JJ
ADDRESS OF FINANCIAL INSTITUTION:					KKK,KKK,KKK.KK
CITY OF FINANCIAL INSTITUTION, STATE, ZIP:					
TOTAL DOLLARS					LLL,LLL,LLL.LL
NUMBER OF EMPLOYEES PAID					NN,NNN.NN
NUMBER OF EMPLOYEES NOT PAID					

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. Financial Inst Routing Nbr
- D. Account Number: EFT and If Voluntary Allot: B/W > 0 and Voluntary Allot: Deduction Code not = 'D': Voluntary Allot: Account Number (1, 2)
- E. Net Earnings: B/W + Award: Net Earnings
- F. If Voluntary Allot: B/W > 0: TSP: Loan Ded 1 B/W or TSP: Loan Ded 2 B/W
- G. Total of E where Net Earnings: B/W <= 0 within Financial Inst.
- H. Total of F where Net Earnings: B/W <= 0 within Financial Inst
- I. Count of Employees representing G total
- J. Institution total of EK.  
Institution total of F
- L. Total of Q
- M. Total of R

- N. Total of I
- O. Total of E where Net Earnings: B/W > 0 within Financial Inst.
- P. Total of F where Net Earnings: B/W > 0 within Financial Inst.
- Q. Count of employees representing O totals
- R. Count of employees representing P totals
- S. If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Table
- T. Facility Code
- U. Account Type: S = Savings, C = Checking
- V. Name of Financial Institution
- W. Address
- X. City
- Y. State
- Z. Zip

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Net Pay: Disposition Code = 2 and Net Earnings: B/W > 0 or Award: Amount > 0 (if Award: Local Check = 'B')
- Voluntary Allot: B/W > 0 or TSP: Loan Ded 1 B/W > 0 or TSP: Loan Ded 2 B/W > 0
- Facility Code equals user designated facility code if entered



**REPORT 303 WORK YEARS & PERSONNEL COSTS**

PAYROLL

PURPOSE: To provide (YTD) hours and costs.

CONTENT: All active employees, and employees who have terminated in the leave year specified by the user input selection criteria (from-to dates).

SEQUENCE: Totals by Center.

REPORT NO:	303	NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME				PAGE:
						DATE:
		WORK YEARS AND PERSONNEL COSTS AS OF MM/DD/YY				TIME:
TYPE	DAYS	DOLLARS	-----NO OF LEAVE DAYS----- EARNED CARRIED OVER FORFEITED END OF YEAR END OF YEAR			CREDITED FOR RETIREMENT
AL	AAAAAA.AA	BBBBBBBBBB.BB	CCCCC.CC	DDDDD.DD	EEEE.EE	
SL	FFFFFF.FF	GGGGGGGG.GG	HHHHH.HH	IIIII.II		JJJJJ.JJ
HOL LV	KKKKK.KK	LLLLLLLLL.LL				
ADM LV	MMMMM.MM	NNNNNNNN.NN				
CT	OOOOO.OO	PPPPPPPP.PP				
CT: REL	QQQQQ.QQ	RRRRRRRR.RR				
COP	SSSSS.SS	TTTTTTTT.TT				
COURT LV	UUUUU.UU	VVVVVVVV.VV				
CREDIT	WWWWW.WW	XXXXXXXXXX.XX				
EXC LV	YYYYY.YY	ZZZZZZZZ.ZZ				
GRD LV	aaaaaa.aa	bbbbbbbbbb.bb				
HAZ	cccccc.cc	dddddddddd.dd				
HOL WORK	eeeeee.ee	ffffffffff.ff				
HOME LV	gggggg.gg	hhhhhhhh.hh				
JURY LV	iiiiii.ii	jjjjjjjj.jj				
MIL LV	kkkkkk.kk	llllllll.ll				
NT DIF	mmmmm.mm	nnnnnnnn.nn				
RST LV	ooooo.o	pppppppp.pp				
SUN DIF	qqqqq.qq	rrrrrrrrr.rr				
TIME OFF	sssss.ss	ttttttttt.tt				

**REPORT 303 WORK YEARS & PERSONNEL COSTS  
DATA ELEMENTS**

- 
- A. Total of Annual Leave: Used YTD + Home Leave: Used YTD + Lump Sum: Leave Hours (1-2)
  - B. Total of Annual Leave: Cost YTD + Home Leave: Cost YTD + Lump Sum: Leave Payment YTD
  - C. Total of Annual Leave: Earned YTD / 8
  - D. Total of Annual Leave: PYCO / 8
  - E. Total of Annual Leave forfeited at year-end/8 Only computed when Pay Cntl: Current Leave Period equals Pay Cntl: Num of Leave Periods
  - F. Total of Sick Leave: Used YTD / 8
  - G. Total of Sick Leave: Cost YTD
  - H. Total of Sick Leave: Earned YTD / 8
  - I. Total of Sick Leave: PYCO / 8
  - J. Total of Sick Leave: Balance / 8  
If Termination Code = 300, 301, 302, 303, 304, 312, or 354 and Retirement Plan Code = 1, 6, C, E, R, T, K, M, or N
  - K. Total of Holiday Leave: Used YTD / 8
  - L. Total of Holiday Leave: Cost YTD

REPORT 303 WORK YEARS & PERSONNEL COSTS  
DATA ELEMENTS

---

- M. Total of Administrative Leave: YTD / 8
- N. Total of Administrative Leave: Cost YTD
- O. Total of Comp Time: Used YTD / 8
- P. Total of Comp Time: Cost YTD
- Q. Total of Relig Comp Time: Used YTD / 8
- R. Total of Relig Comp Time: Cost YTD
- S. Total of COP Leave: Hours Used YTD (1+2+3)/8
- T. Total of COP: Injury to Date (1+2+3)
- U. Total of Court Leave: Used YTD / 8
- V. Total of Court Leave: Cost YTD
- W. Total of Credit Hours: Used YTD / 8
- X. Total of Credit Hours: Cost YTD
- Y. Total of Excused Leave: Used YTD / 8
- Z. Total of Excused Leave: Cost YTD
- a. Total of Graduate Leave: YTD / 8
- b. Total of Graduate Leave: Cost YTD
- c. Total of Hazardous Hours: YTD / 8
- d. Total of Hazardous Earnings: YTD
- e. Total of Holiday Hours: YTD / 8
- f. Total of Holiday Earnings: YTD
- g. Total of Home Leave: Used YTD / 8
- h. Total of Home Leave: Cost YTD
- i. Total of Jury Leave: Used YTD / 8
- j. Total of Jury Leave: Cost YTD
- k. Total of Military Leave: Used YTD Hours / 8
- l. Total of Military Leave: Cost YTD
- m. Total of Night Differential: Hours YTD / 8
- n. Total of Night Differential: Erngs YTD
- o. Total of Restored Leave: Used YTD (1+2+3)/8
- p. Total of Restored Leave: Cost YTD
- q. Total of Sunday Diff Hours: YTD / 8
- r. Total of Sunday Diff Earnings: YTD
- s. Employee Time Off Award Hours Year to Date Used Quantity (1-10) / 8
- t. Employee Time Off Year to Date Cost / 8

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Reactivation Indicator = 0
- Reactivation Indicator = 0 and Duty Status = Z, if termination date is between the user input from-to dates

**REPORT 409 SF 1150 RECORD OF LEAVE DATA**

PAYROLL

**PURPOSE:** To provide a record of leave data upon transfer or termination of an employee. This data is placed in the employee's file for shipment to the new agency or center for transfers, or to the Record Center for terminations.

**CONTENT:** All employees.

**SEQUENCE:** By Center, Pay Block: Processing, SSN.

**REPORT 409 SF 1150 RECORD OF LEAVE DATA**  
**DATA ELEMENTS**


---

1. Employee Name (Last, First, Mi, Gen)
2. SSN/Facility Code
3. Pay Block: Processing
- 3a. Employee Number
- 4a. Termination Date
- 4b. Nature Of Action Code Description
5. Termination Code
6. TBD
- 7a. 'X' If (Termination Date - SCD: Leave) >= 15 Years
- 7b. 'X' If (Termination Date - SCD: Leave) < 15 Years
- 7c. Years of (Termination Date - SCD: Leave)
- 7d. Months of (Termination Date - SCD: Leave)
- 7e. Days of (Termination Date - SCD: Leave)
- 7a - 7e All Computed If (Annual Leave: Accrual Rate Not = 0 and Not = 1)
8. Pay Cntl: Pri Lv Date
- 8a. Annual Leave: PYCO
- 8b. Sick Leave: PYCO
10. TBD
11. If (Pay Cntl: Current PP Begin Date not = Termination Date) and  
Pay Cntl: Current PP Begin Date - Termination Date not = 1)  
Blank  
Else  
Pay Cntl: Current, PP Begin Date
- 11a. Annual Leave: Accrued YTD
- 11b. Sick Leave: Accrued YTD
- 12a. 8a + 11a
- 12b. 8b + 11b
13. Annual Leave: RIC YTD
14. Sick Leave: RIC YTD
15. Annual Leave: Used YTD + 53
16. Sick Leave: Used YTD

REPORT 409 SF 1150 RECORD OF LEAVE DATA  
DATA ELEMENTS

---

18. Annual Leave: Earned Balance
19. 12b - 14 - 16
20. Lump Sum: Leave Hours 1 + Lump Sum: Leave Hours 2
23. Salary: Hourly
24. LWOP: Used YTD
25. TBD
26. LWOP: Wig Hours + LWOP Wig Excess hours
27. TBD
28. TBD
29. TBD
30. TBD
31. TBD
32. TBD
33. TBD
34. FEHB: Plan Code  
If FEHB: Plan Code Not = '000'
35. Pay Cntl: Current PP Ending Date  
If FEHB: B/W > 0
36. FEGLI: Code  
If FEGLI: Code = 'C0'
37. FEGLI: Code  
If FEGLI: Code > 'C0'
38. Pay Cntl: Current PP Ending Date  
If FEGLI: B/W > 0 Or FEGLI: Basic B/W > 0
39. FICA: Earnings YTD
40. FICA: YTD
41. HIT: Earnings YTD
42. HIT: YTD
43. Base Earnings: YTD
44. TSP: Cy YTD
- 45a. TSP: Elected Rate Of Distr(1)
- 45b. TSP: Elected Rate Of Distr(2)
- 45c. TSP: Elected Rate Of Distr(3)
- 46a. TSP: Emp Dist G-Fund
- 46b. TSP: Emp Dist F-Fund
- 46c. TSP: Emp Dist C-Fund
47. Installation: Name or Facility: Name if Facility Code is designated by the user
48. Blank

REPORT 409 SF 1150 RECORD OF LEAVE DATA  
DATA ELEMENTS

- 49. Installation: Address or Facility: Address if Facility Code is designated by the user
- 50. Installation: TSP Phone
- 51. SCD: Leave
- 52. Empl Local Pay YTD Amt
- 53. Donated AL: Contributed YTD - Donated AL: Donated-Returned YTD

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Equal 'Z'
- Reactivation Indicator Equal 0
- Facility Code equals User Designated Facility Code if entered

**REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT****PAYROLL**

**PURPOSE:** To provide required monthly, quarterly or annual reporting to State, County, or City taxing authorities.

**CONTENT:** Employees with taxes withheld.

**SEQUENCE:** Selective by Center, State, County or City.  
Sequenced by Center, Employee Name.  
Totals by State, County or City based upon user selection and Agency.

REPORT NO: 408  
SEQUENCE BY:

NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAME

PAGE:  
DATE:  
TIME:

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
(STATE) (COUNTY) (CITY) TAX WITHHOLDING REPORT  
(MONTH) (QUARTER) (ANNUAL) ENDING MM/DD/YY

SSN	NAME	GROSS EARNINGS	TSP DED	TAXABLE EARNINGS	TAX WITHHELD
217287739	DIRTON, HAROLD H.	11,797.00	528.00	11,269.00	310.32
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CC,CCC,CCC.CC	DD,DDD.DD	EEE,EEE.EE	FF,FFF,FFF.FF
TOTALS	KK,KKK	II,III,III.II	JJ,JJJ.JJ	G,GGG,GGG.GG	HH,HHH,HHH.HH

REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT  
DATA ELEMENTS**STATE**

---

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. State Tax: Gross Erngs MTD + PCS: Ergns Subj State Tax MTD,  
State Tax: Former Gross MTD + PCS: Frmr Ern Subj St Tax MTD,  
  
State Tax: Gross Erngs QTD + PCS: Ergns Subj State Tax QTD,  
State Tax: Former Gross QTD + PCS: Frmr Ern Subj St Tax QTD,  
  
State Tax: Gross Erngs YTD + PCS: Ergns Subj State Tax YTD,  
State Tax: Former Gross YTD + PCS: Frmr Ern Subj St Tax YTD
- D. State Tax: TSP Cy Ded MTD, QTD, YTD,  
State Tax: Former TSP MTD, QTD, YTD
- E. State Tax: Erngs MTD + PCS: Ergns Subj State Tax MTD,  
State Tax: Former Earnings MTD + PCS: Frmr Ern Subj St Tax MTD,  
  
State Tax: Erngs QTD + PCS: Ergns Subj State Tax QTD,  
State Tax: Former Earnings QTD + PCS: Frmr Ern Subj St Tax QTD,  
  
State Tax: Erngs YTD + PCS: Ergns Subj State Tax YTD,  
State Tax: Former Earnings YTD + PCS: Frmr Ern Subj St Tax YTD
- F. State Tax: MTD + PCS: State Tax Withheld MTD,  
State Tax: Former W/H MTD + PCS: Frmr W/H Subj St Tax MTD,  
  
State Tax: QTD + PCS: State Tax Withheld QTD,  
State Tax: Former W/H QTD + PCS: Frmr W/H Subj St Tax QTD,  
  
State Tax: YTD + PCS: State Tax Withheld YTD,  
State Tax: Former W/H YTD + PCS: Frmr W/H Subj St Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count

REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT  
DATA ELEMENTS

**COUNTY**

---

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. County Tax: Gross Erngs MTD + PCS: Erngs Subj County Tax MTD,  
County Tax: Former Gross MTD + PCS: Frmr Ern Subj Cnty Tax MTD,  
  
County Tax: Gross Erngs QTD + PCS: Erngs Subj County Tax QTD,  
County Tax: Former Gross QTD + PCS: Frmr Ern Subj Cnty Tax QTD,  
  
County Tax: Gross Erngs YTD + PCS: Erngs Subj County Tax YTD,  
County Tax: Former Gross YTD + PCS: Frmr Ern Subj Cnty Tax YTD
- D. County Tax: TSP Cy Ded MTD, QTD, YTD,  
County Tax: Former TSP MTD, QTD, YTD
- E. County Tax: Erngs MTD + PCS: Erngs Subj County Tax MTD,  
County Tax: Former Earnings MTD + PCS: Frmr Ern Subj Cnty Tax MTD,  
  
County Tax: Erngs QTD + PCS: Erngs Subj County Tax QTD,  
County Tax: Former Earnings QTD + PCS: Frmr Ern Subj Cnty Tax QTD,  
  
County Tax: Erngs YTD + PCS: Erngs Subj County Tax YTD,  
County Tax: Former Earnings YTD + PCS: Frmr Ern Subj Cnty Tax YTD
- F. County Tax: MTD + PCS: County Tax Withheld MTD,  
County Tax: Former W/H MTD + PCS: Frmr W/H Subj Cnty Tax MTD,  
  
County Tax: QTD + PCS: County Tax Withheld QTD,  
County Tax: Former W/H QTD + PCS: Frmr W/H Subj Cnty Tax QTD,  
  
County Tax: YTD + PCS: County Tax Withheld YTD,  
County Tax: Former W/H YTD + PCS: Frmr W/H Subj Cnty Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count



REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT  
DATA ELEMENTS

**CITY**

---

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. City Tax: Gross Erngs MTD + PCS: Erngs Subj City Tax MTD,  
City Tax: Former Gross MTD + PCS: Frmr Ern Subj City Tax MTD,  
  
City Tax: Gross Erngs QTD + PCS: Erngs Subj City Tax QTD,  
City Tax: Former Gross QTD + PCS: Frmr Ern Subj City Tax QTD,  
  
City Tax: Gross Erngs YTD + PCS: Erngs Subj City Tax YTD,  
City Tax: Former Gross YTD + PCS: Frmr Ern Subj City Tax YTD
- D. Blank if Local Tax Entity: Code (2) = '003' or '004'  
Else  
City Tax: TSP Cy Ded MTD, QTD, YTD  
City Tax: Former TSP MTD, QTD, YTD
- E. City Tax: Erngs MTD + PCS: Erngs Subj City Tax MTD,  
City Tax: Former Earnings MTD + PCS: Frmr Ern Subj City Tax MTD,  
  
City Tax: Erngs QTD + PCS: Erngs Subj City Tax QTD,  
City Tax: Former Earnings QTD + PCS: Frmr Ern Subj City Tax QTD,  
  
City Tax: Erngs YTD + PCS: Erngs Subj City Tax YTD,  
City Tax: Former Earnings YTD + PCS: Frmr Ern Subj City Tax YTD
- F. City Tax: MTD + PCS: City Tax Withheld MTD,  
City Tax: Former W/H MTD + PCS: Frmr W/H Subj City Tax MTD,  
  
City Tax: QTD + PCS: City Tax Withheld QTD,  
City Tax: Former W/H QTD + PCS: Frmr W/H Subj City Tax QTD,  
  
City Tax: YTD + PCS: City Tax Withheld YTD,  
City Tax: Former W/H YTD + PCS: Frmr W/H Subj City Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count

**REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT PAYROLL**  
**NON-PERSONNEL ACTION CASH AWARDS**

**PURPOSE:** To provide required monthly, quarterly, or annual reporting to State, County, or City taxing authorities for awards paid through the Non-Personnel Action Cash Awards process.

**CONTENT:** Award recipients with taxes withheld.

**SEQUENCE:** Selective by Center, State, County, or City.  
 Sequenced by Center, Award Recipient Name.  
 Totals by State, County, or City based upon user selection and Agency.

REPORT NO: 408		SUBJECT TO PRIVACY ACT OF 1974		PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM		DATE:	
		INSTALLATION NAME		TIME:	
		NATIONAL AERONAUTICS AND SPACE ADMINISTRATION			
		(STATE) (COUNTY) (CITY) TAX WITHHOLDING REPORT			
		NON-PERSONNEL ACTION CASH AWARDS			
		(MONTH) (QUARTER) (ANNUAL) ENDING MM/DD/YY			
SSN	NAME	GROSS EARNINGS	TSP DED	TAXABLE EARNINGS	TAX WITHHELD
121212121	BARKSTOL, JACKSON T.	11,797.00		11,269.00	310.32
AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCC,CCC.CC		EEE,EEE.EE	FF,FFF.FF
AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCC,CCC.CC		EEE,EEE.EE	FF,FFF.FF
AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCC,CCC.CC		EEE,EEE.EE	FF,FFF.FF
TOTALS	RECIPIENTS = KK,KKK	II,III,III.II		GG,GGG,GGG.GG	H,HHH,HHH.HH
GRAND TOTAL	EMPS/RECIPIENTS = LLL,LLL	MM,MMM,MMM.MM	NNN,NNN.NN	OO,OOO,OOO.OO	PP,PPP,PPP.PP

SUBJECT TO PRIVACY ACT OF 1974

- A. Award Recipient SSN
- B. Award Recipient Name (Last, First, MI, Gen)
- C. Award Gross Amount
- G. Total of E
- H. Total of F
- I. Total of C
- K. Count of Award Recipients
- L. Total of K\*
- M. Total of I\*
- N. J from page 1
- O. Total of G\*
- P. Total of H\*
- \* Includes Totals From Both Parts of Report

**STATE**

- E. Award Gross Amount (if Award State Tax Code not = blank)
- F. Award State Tax Deduction Amount

**CITY**

- E. Award Gross Amount (if Award City Tax Code not = blank)
- F. Award City Tax Deduction Amount

**SELECTION CRITERIA:**

Include all awards with the following criteria:

- Installation equals user designated center code
- Award Payment Date within the requested reporting period
- Award Pyrl Updt Ind = blank (employee not administered for pay)

**REPORT 415      FEDERAL WITHHOLDING TAXES (FIT, FICA, HIT)      PAYROLL**

**PURPOSE:** To provide quarterly reporting to the Social Security Administration and the Internal Revenue Service.

**CONTENT:** All withholdings for FIT, FICA & HIT.

**SEQUENCE:** Selective By Center, SSN, Employee Name, Pay Block:  
Processing, SSN or Pay Block: Processing, Employee Name.  
Totals by Pay Block: Processing, Center, and Agency.  
Page break by Center, Pay Block: Processing.

REPORT NO: 415		SEQUENCE BY:		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME				PAGE: DATE: TIME:	
QUARTERLY (VARIABLE) TAX WITHHOLDING REPORT AS OF MM/DD/YY									
		EMPLOYEE NAME		QUARTERLY		YEAR TO DATE		GOVT CONTRIBUTION	
PB	SSN			DED	WAGES	DED	WAGES	QTD	YTD
02	123456789	LOVEJOY, JAMES L.		229.84	15,854.40	229.84	15,854.40	229.84	229.84
TOTAL				229.84	15,854.40	229.84	15,854.40	229.84	229.84
AA	BBBBBBBBB	CC	DDDDDD.DD	EEEEEEEE.EE	FFFFFF.FF	GGGGGGG.GG	HHHHHHH.HH	IIIIIII.II	
*** TOTALS LINE									
SUBJECT TO PRIVACY ACT OF 1974									

<b>FIT</b>	<b>FICA</b>	<b>HIT</b>
A. Pay Block: Processing	A. Pay Block: Processing	A. Pay: Block Processing
B. SSN	B. SSN	B. SSN
C. Employee Name (Last, First, MI, Gen)	C. Employee Name (Last, First, MI, Gen)	C. Employee Name (Last, First, MI, Gen)
D. Federal Tax: QTD + PCS: Fed Tax Ded QTD	D. FICA: QTD	D. HIT: QTD
E. Taxable Earnings: QTD + PCS: Fed Tax Erngs QTD	E. FICA: Earnings QTD	E. HIT: Earnings QTD
F. Federal Tax: YTD + PCS: Fed Tax Withheld YTD	F. FICA: YTD	F. HIT: YTD
G. Taxable Earnings: YTD + PCS: Earnings Subj Fed Tax YTD	G. FICA: Earnings YTD	G. HIT: Earnings YTD
	H. FICA: Govt Contr QTD	H. HIT: Govt Contr QTD
	I. FICA: Govt Contr YTD	I. HIT: Govt Contr YTD

#### SELECTION CRITERIA:

User selects type of report (i.e. FIT, FICA, HIT). User can select one or as many reports as he wants in any combination. At end of quarter program produces all 3 reports regardless of user selection.

**REPORT 415      FEDERAL WITHHOLDING TAXES (FIT, FICA, HIT)      PAYROLL**  
**NON-PERSONNEL ACTION CASH AWARDS**

**PURPOSE:** To provide quarterly reporting to the Social Security Administration and the Internal Revenue Service for awards paid through the Non-Personnel Action Cash Awards system.

**CONTENT:** All withholdings for FIT, FICA, and HIT.

**SEQUENCE:** Selective by Center, Award Recipient SSN or Award Recipient Name.  
 Totals by Center and Agency.

REPORT NO: 415		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME				PAGE:	
SEQUENCED BY:		QUARTERLY (VARIABLE) TAX WITHHOLDING REPORT AS OF MM/DD/YY				DATE:	
						TIME:	
SSN	EMPLOYEE NAME	----- QUARTERLY ----- DED WAGES	---- YEAR TO DATE ---- DED WAGES	-- GOVT CONTRIBUTION -- QTD YTD			
BBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DDDDDD.DD	EEEEEEEE.EE	FFFFFF.FF	GGGGGG.GG	HHHHHH.HH	IIIIIII.II
BBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DDDDDD.DD	EEEEEEEE.EE	FFFFFF.FF	GGGGGG.GG	HHHHHH.HH	IIIIIII.II
BBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DDDDDD.DD	EEEEEEEE.EE	FFFFFF.FF	GGGGGG.GG	HHHHHH.HH	IIIIIII.II
*** TOTALS LINE							
GRAND TOTAL		JJJJJJJ.JJ	KKKKKK.KK	LLLLLL.LL	MMMMMM.MM	NNNNNN.NN	OOOOOO.OO

SUBJECT TO PRIVACY ACT OF 1974

B. Award Recipient SSN

C. Award Recipient Name (Last, First, MI, Gen)

**FIT**

D. Award Federal Tax Deduction Amount (QTD)

E. Award Gross Amount (QTD)

F. Award Federal Tax Deduction Amount (YTD)

G. Award Gross Amount (YTD)

**FICA**

D. Award OASDI Deduction Amount (QTD)

E. Award OASDI Earnings Amount (QTD)

F. Award OASDI Deduction Amount (YTD)

G. Award OASDI Earnings Amount (YTD)

H. Award OASDI Govt Cntrbtn Amt (QTD)

I. Award OASDI Govt Cntrbtn Amt (YTD)

**HIT**

D. Award HIT Deduction Amount (QTD)

E. Award HIT Earnings Amount (QTD)

F. Award HIT Deduction Amount (YTD)

G. Award HIT Earnings Amount (YTD)

H. Award HIT Govt Cntrbtn Amt (QTD)

I. Award HIT Govt Cntrbtn Amt (YTD)

J. Total of D

K. Total of E

L. Total of F

M. Total of G

N. Total of H

O. Total of I

**SELECTION CRITERIA:**

User selects type of report (i.e., FIT, FICA, HIT). User can select one or as many reports as desired in any combination. At end of quarter, program produces all 3 reports regardless of user selection.

- Installation equals user designated center code
- Award Payment Date within current reporting period
- Award Pyrl Updt Ind = blank (employee not administered for pay)

**REPORT 413      SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD      PAYROLL**  
**PURPOSE:**      To record of individual transactions to submission for OPM at termination.  
**CONTENT:**      All enrolled employees.  
**SEQUENCE:**      By Center, Employee Name.

**REPORT 413      SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD**  
**DATA ELEMENTS:**

---

1. Employee Name (Last, First, Mi, Gen)
2. Date Of Birth
3. SSN
4. 'NASA' (literal)
5. Installation: Name
6. Installation: Address
7. Installation: Payroll Office Num
13. Employee Name (Last, First, Mi, Gen)  
 (Accesses Personnel History File And Obtains Last Three Name Changes Where NOAC = 780)

**From HISTORY FILE (PAY-HIST-TWO & PER-HIST):**

8. Effective Date
9. Year of (Pay-Ending-Date)
10. = CSRS: Deduction YTD + CSRS: Mil Dep YTD  
 = FERS: YTD + FERS: Mil Dep YTD \*\*
11. = CSRS: NASA Cum + CSRS: Mil Dep Cum  
 = FERS: NASA Cum + FERS: Mil Dep Cum \*\*
14. NOAC: Description and NOAC NTE Date Hist if present
15. If New Salary Annual > 0  
     New Salary Annual  
     Else  
     Old Salary Annual
16. 'Convert From FERS' (literal) \*\*

**From CURRENT FILE (PAY-MASTER & MER-FILE & PER-MASTER):**

8. Termination Date
9. Year of (Pay Cntl: Current PP Ending Date)
10. = CSRS: Deduction YTD + CSRS: Mil Dep YTD  
 = FERS: YTD + FERS: Mil Dep YTD \*\*
11. = CSRS: NASA Cum + CSRS: Mil Dep Cum  
 = FERS: NASA Cum + FERS: Mil Dep Cum \*\*
14. = Termination Code: Description  
 = Termination Code: Description + Agency Code: Transferred to  
     If Termination Code = '352'
15. Salary
16. Convert From FERS' (literal) \*\*

REPORT 413 SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD  
DATA ELEMENTS:

---

\*\* NOTE: Employees Converted From FERS To CSRS:

If FERS:YTD	Not = 0	Or
FERS: Mil Dep YTD	Not = 0	Or
FERS: NASA Cum	Not = 0	Or
FERS: Mil Dep Cum	Not = 0	

SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
  - Duty Status Equal 'Z' ##
  - Reactivation Indicator Equal 0
  - From **HISTORY File**, select
  - NOAC not equal blank
  - CSRS Employees:  
(CSRS: Deduction YTD > 0 or CSRS: Mil Dep Cum > 0 or  
CSRS: Mil Dep YTD > 0 or CSRS: NASA Cum > 0)
  - Duty Status = 'Z' or Pay Period Number = 26 or 27 (Only Select Year End)
  - From **CURRENT File**, select
  - (CSRS: B/W + CSRS: Govt Contr B/W + CSRS: Mil Dep B/W) > 0
  - Retirement Plan = '1' '6' 'R' 'T' 'C' 'E'
  - (CSRS: Deduction YTD + CSRS: Mil Dep YTD not equal 0  
or  
CSRS: NASA Cum + CSRS: Mil Dep Cum not equal 0  
or  
FERS: YTD + FERS: Mil Dep YTD not equal 0  
or  
FERS: NASA Cum + FERS: Mil Dep Cum not equal 0)
- ## If last pay period, report all active employees followed after, replaced by Duty Status not equal 'Z'

**REPORT 416      OPM 1525 CSRS ANNUAL SUMMARY RETIREMENT FUND      PAYROLL  
TRANSACTIONS**

**PURPOSE:** To report annual transactions to Office of Personnel Management.

**CONTENT:** All employees

**SEQUENCE:**

**DATA ELEMENTS:**

- A. Agency Name
- B. Payroll Office Number
- C. Installation Address
- D. Year End Date
- 1. Total of (CSRS: PYCO + CSRS: Mil PYCO + CSRS: Civ Serv Cr PYCO)
- 2. Not Used
- 3. Same value as line 1
- 4A. Total of (CSRS: Cum Transferred In + CSRS: Mil Dep Trnsfer In + Civil Serv Credit: Tran In)
- 4B. Not Used
- 4. Same value as line 4A
- 5. 1 + 4A
- 6. Total of CSRS: Deduction YTD
- 7. Total of (CSRS: Mil Dep YTD + Civil Serv Credit: YTD)
- 8. 5 + 6 + 7
- 9A. Total of (CSRS: Tran Out + CSRS Mil: Tran Out + CSRS: Civ Serv Cr Tran Out)  
if Duty Status = 'Z' and NOAC = 702T, 713T, 721T or 792T  
(i.e. employee separated and transferred to another NASA installation during pay year)
- 9B. Total of (CSRS: Tran Out + CSRS Mil: Tran Out + CSRS: Civ Serv Cr Tran Out)  
if Duty Status = 'Z' and NOAC not = 702T, 713T, 721T or 792T  
(i.e. employee separated but did not transfer to another NASA installation during pay year)
- 9C. Total of (CSRS: Tran Out + CSRS Mil: Tran Out + CSRS: Civ Serv Cr Tran Out)  
if Duty Status not = 'Z' and NOAC = 803 and old Retirement Plan = C or E and new Retirement Plan = K, L, M, or N  
(i.e. employee converted from CSRS to FERS during pay year)
- 9D. Not Used
- 9. 9A + 9B + 9C
- 10. Total of (CSRS: NASA Cum + CSRS: Mil Dep Cum + Civil Serv Credit: Cum)
- 11. Count of employees with Retirement Plan = 1, 6, C, E, R and T and Duty Status not = 'Z'

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Retirement Plan = 1, 6, C, E, R, or T  
or  
CSRS: PYCO > 0 or CSRS: Mil PYCO > 0 or CSRS: Civ Serv Cr PYCO > 0  
or  
CSRS: Tran Out > 0 or CSRS Mil: Tran Out > 0 or CSRS: Civ Serv Cr Tran Out > 0

**REPORT 414      SF 3100 FERS INDIVIDUAL RETIREMENT RECORD      PAYROLL**

**PURPOSE:** To record of all individual transactions for submission to OPM at termination.

**CONTENT:** All enrolled employees.

**SEQUENCE:** By Center, Employee Name

**DATA ELEMENTS:**

1. Employee Name (Last, First, Mi, Gen)
2. Date Of Birth
3. SSN
4. 'NASA' (literal)
5. Installation: Name
6. Installation: Address
7. Installation: Payroll Office Num
13. Employee Name (Last, First, Mi, Gen)  
(Accesses Personnel History File And Obtains Last Three Name Changes Where NOAC = 780)

**From HISTORY FILE (PAY-HIST-TWO & PER-HIST):**

8. Effective Date
9. Year of (Pay-Ending-Date)
10. = FERS: YTD + FERS: Mil Dep YTD  
= CSRS: Deduction YTD + CSRS: Mil Dep YTD \*\*
11. = FERS: NASA Cum + FERS: Mil Dep Cum  
= CSRS: NASA Cum + CSRS: Mil Dep Cum \*\*
14. NOAC: Description and NOAC NTE Date Hist if present
15. If New Salary Annual > 0  
    New Salary Annual  
    Else  
        Old Salary Annual
16. 'Convert to CSRS' (literal) \*\*

**From CURRENT FILE (PAY-MASTER & MER-FILE & PER-MASTER):**

8. Termination Date
9. Year of (Pay Cntl: Current PP Ending Date)
10. = FERS: YTD + FERS: Mil Dep YTD  
= CSRS: Deduction YTD + CSRS: Mil Dep YTD \*\*
11. = FERS: NASA Cum + FERS: Mil Dep Cum  
= CSRS: NASA Cum + CSRS: Mil Dep Cum \*\*
14. = Termination Code: Description  
= Termination Code: Description + Agency Code: Transferred to  
    If Termination Code = '352'
15. Salary
16. 'Convert to CSRS' (literal) \*\*

\*\* NOTE: Employees Converted From FERS To CSRS:

If CSRS Deduction YTD	Not = 0	Or
CSRS: Mil Dep YTD	Not = 0	Or
CSRS: NASA Cum	Not = 0	Or
CSRS: Mil Dep Cum	Not = 0	



REPORT 414 SF 3100 FERS INDIVIDUAL RETIREMENT RECORD  
DATA ELEMENTS (cont'd)

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## SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Equal 'Z' ##
- Reactivation Indicator Equal 0

From **HISTORY File**, select

- NOAC not equal blank
- CSRS Employees:  
(FERS: Deduction YTD > 0 or FERS: Mil Dep Cum > 0 or  
FERS: Mil Dep YTD > 0 or FERS: NASA Cum > 0)
- Duty Status = 'Z' or Pay Period Number = 26 or 27 (Only Select Year End)

From **CURRENT File**, select

- (FERS: B/W + FERS: Govt Contr B/W + FERS: Mil Dep B/W) > 0
- Retirement Plan = 'M', 'N', or 'K'
- (FERS: Deduction YTD + FERS: Mil Dep YTD not equal 0 or  
FERS: NASA Cum + FERS: Mil Dep Cum not equal 0 or  
CSRS: YTD + CSRS: Mil Dep YTD not equal 0 or  
CSRS: NASA Cum + CSRS: Mil Dep Cum not equal 0)

## NOTE: If last pay period, report all active employees followed after, replaced by Duty Status not equal 'Z'

**REPORT 417      OPMS 1564 FERS ANNUAL SUMMARY RETIREMENT FUND      PAYROLL  
TRANSACTIONS**

**PURPOSE:**      To report annual transactions to Office of Personnel  
Management.

**CONTENT:**      All enrolled employees.

**SEQUENCE:**

**DATA ELEMENTS:**

- A.    Agency Name
- B.    Payroll Office Number
- C.    Installation Address
- D.    Year End Date
- 1.    Total of (FERS: PYCO + FERS: Mil PYCO)
- 2.    Same value as line 2B
- 2A.   Not Used
- 2B.   Total of (FERS: Tran In + FERS: Mil Dep Transfer In)
- 3.    1. + 2.

IF "FERS:YTD" =

FERS Deduction Code K YTD Amount +  
FERS Deduction Code L YTD Amount +  
FERS Deduction Code M YTD Amount +  
FERS Deduction Code N YTD Amount

THEN

- 4.    = FERS Deduction Code K YTD Amount
- 5.    = FERS Deduction Code N YTD Amount
- 6.    = FERS Deduction Code L YTD Amount +  
FERS Deduction Code N YTD Amount

OTHERWISE

The total FERS: YTD Amount is placed into 4, 5, or 6 dependent upon the value of the employee's RETIREMENT PLAN.

- 4.    = Total of (FERS: YTD) if Retirement Plan = K or Retirement Plan not = L, M or N
- 5.    = Total of (FERS: YTD) if Retirement Plan = N
- 6.    = Total of (FERS: YTD) if Retirement Plan = L or M
- 7.    Total of (FERS: Mil Dep YTD)
- 8.    3. + 4. + 5. + 6. + 7.
- 9.    Total of (FERS: Tran Out + FERS: Mil Tran Out)
- 10.   Total of (FERS: NASA Cum + FERS: Mil Dep Cum)
- 11.   Count of employee with Retirement Plan = K, L, M or N and Duty Status not = 'Z'

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equal user designated center code
- Retirement Plan equals K, L, M or N      or  
FERS: PYCO > 0 or FERS: MIL PYCO > 0      or  
FERS: Tran Out > 0 or FERS: Mil Tran Out > 0



- 
- A. FTE Line Item
- B. Tenure Code
- C. Position: Type
- D. Work Schedule (Derived From Code)
- E. Count of Employees in Category
- |                                |   |                               |   |
|--------------------------------|---|-------------------------------|---|
| F. Regular Hours: B/W          | + | COP Leave: Hours Used B/W     | + |
| Annual Leave: Used B/W         | + | Graduate Leave: Used B/W      | + |
| Sick Leave: Used B/W           | + | Jury Leave: Used B/W          | + |
| Comp Time: Used B/W            | + | Court Leave: Used B/W         | + |
| Holiday Leave: Used B/W        | + | Credit Hours: Used B/W        | + |
| Restored Leave: Used B/W       | + | Home Leave: Hours Used B/W    | + |
| Military Leave: Used B/W Hours | + | Employee Time Off Award Hours |   |
| Comp Time: Relig Used B/W      | + | Current Used Quantity         | + |
| Administrative Leave: Used B/W | + | Base Hours: Adj B/W           |   |
| Excused Leave: Used B/W        | + |                               |   |
- G. Total Overtime: Hours B/W + Total Overtime: Hours Adjustment + Holiday Hours: B/W + Hol/Wrk: Cur Adj Hrs
- H. Number of New Employees if New Employee Indicator = 'Y'
- I. Count of Separations if (Nature of Action Code = '3....' or '...T') and (Pay Cntl: Current PP Begin Date <= Mature Process Date <= Pay Cntl: Current PP Ending Date)
- J. Count of Status Changes if (Old FTE Line Item not = New FTE Line Item and Old FTE Line Item not = ' ') and (Pay Cntl: Current PP Begin Date <= Mature Process Date <= Pay Cntl: Current PP Ending Date)
- K. Count of Paid Employees in FTE Category
- L. Total Base Hours in FTE Category
- M. Total Overtime Hours in FTE Category
- N. Total New Employees in FTE Category
- O. Total Separations in FTE Category
- P. Total Changes in Status Per FT E Category
- Q. Center Code
- R. Center total of K
- S. Center total of L
- T. Center total of M
- U. Center total of N
- V. Center total of O
- W. Center total of P

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Records in current pay period

**REPORT 304 FULL TIME EQUIVALENT (FTE) WORK YEAR REPORT PAYROLL**

**PURPOSE:** To provide the Human Resources and the Budget Offices with current cumulative work-year data for use in managing labor.

**CONTENT:** All employees paid to date this fiscal year. Report is provided biweekly.

**SEQUENCE:** FTE line item hours subtotaled by categories of employment, ceiling/non-ceiling, and totaled by center. Page break by center.

REPORT NO: 304		NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:
SEQUENCE BY:		INSTALLATION NAME				DATE:
		FULL TIME EQUIVALENT (FTE) WORK YEAR REPORT				TIME:
		AS OF MM/DD/YY				
FTE CATEGORY	EMPLOYEES PAID/ HOURS PAID	P/P FTE'S	WK YR EQ FOR P/P	WK HRS YTD	WK YRS YTD	CUM. AVE. EMPLOYMENT
05 FULL-TIME PERMANENT	3624	3659	140.74	841.51	841.51	3683.00
REGULAR TIME	289467	3618	139.17	826.86	826.86	3653.70
OVERTIME	3263	41	1.57	14.65	14.65	29.30
00 ZZZZZZZZZZZZZZZZZZZZ	YYYYYY	CCCCCCC.CC	FFFFFFFF.FF	IIIIIIII.II	PPPPPPPP.PP	LLLLLLLL.LL
REGULAR TIME	AAAAAA.AA	DDDDDD.DD	GGGGGG.GG	JJJJJJ.JJ	QQQQQQ.QQ	MMMMMM.MM
OVERTIME	BBBBBB.BB	EEEEEE.EE	HHHHHH.HH	KKKKKK.KK	RRRRRR.RR	NNNNNN.NN

- A. Current Base Hours Paid =
- |  |   |                                |   |
|--|---|--------------------------------|---|
| Regular Hours: B/W   | + | Annual Leave: Used B/W         | + |
| Sick Leave: Used B/W   | + | Holiday Leave: Used B/W        | + |
| Restored Leave: Used B/W                                     | + | Military Leave: Used B/W Hours | + |
| Comp Time: Relig Used B/W                                    | + | Administrative Leave: Used B/W | + |
| Excused Leave: Used B/W                                      | + | COP Leave Hours: Used B/W      | + |
| Graduate Leave: Used B/W                                     | + | Jury Leave: Used B/W           | + |
| Court Leave: Used B/W  | + | Credit Hours: Used B/W         | + |
| Home Leave: Used B/W   | + | Comp Time: Used B/W            | + |
| Employee Time Off Award Hours                                | + | Current Used Quantity          | + |
| Base Hours: Adj B/W (If total value greater than 80, use 80) |   |                                |   |
- B. Total Overtime: Hours B/W + Overtime: Hours Adjustment +
- Holiday Hours: B/W + Hol/Wrk: Cur Adj Hrs +
- Current Base Hours Paid (A) greater than 80
- C. D + E
- D. A / 80
- E. B / 80
- F. G + H
- G. A / 2080
- H. B / 2080
- I. J + K
- J. Total of A Year-to-Date\*
- K. Total of B Year-to-Date\*\*
- L. M + N
- M. ((A Year-to-Date\* / 2080) / No. of Pay Periods YTD) \* 26
- N. ((B Year-to-Date\*\* / 2080) / No. of Pay Periods YTD) \* 26
- O. FTE Line Item
- P. Q + R
- Q. J / 2080
- R. K / 2080
- Y. Number of employees in category
- Z. Titles included in report format

---

<u>Categories</u>	<u>FTE Line Items</u>
Full Time Permanent	3, 5, 6, 20, 23
Other Employment	1, 2, 10, 11
Part-Time Permanent	4, 7, 21
Full-Time Temporary	12, 15, 18, 19
Part-Time Temporary	13, 16
Intermittent	8, 9, 14, 17, 22
Ceiling Totals	Total
Non-Ceiling	26, 27
Non-Ceiling Totals	26 + 27
Center Totals	Grand Total

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Current fiscal year History data for the current fiscal year to date.# First pay period of the new fiscal year begins in September (PP Beginning Date) and ends in October (PP Ending Date).
- \* Pay History Fields = Base Hrs B/W Hist + Base Hrs Adj Hist
- \*\* Pay History Fields = Overtime Hrs B/W Hist + Overtime Hrs Adj Hist
- # Current Fiscal Year data must exist in NPPS for this report to be accurate

**REPORT 313 FULL TIME EQUIVALENT (FTE) STATUS CHANGE REPORT PAYROLL**

**PURPOSE:** To provide a report to be used by the Human Resources Office to track and control the center's civil service staffing.

**CONTENT:** Employees whose FTE status has changed since the previous pay period.

**SEQUENCE:** By Center, FTE Line Item (Prior), SSN  
Page break by Center.

REPORT NO: 313		SUBJECT TO PRIVACY ACT OF 1974										PAGE:
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:
		INSTALLATION NAME										TIME:
		FULL TIME EQUIVALENT (FTE) STATUS CHANGE REPORT										
		AS OF MM/DD/YY										
FTE	SSN	ORG.	NAME	BASE/HRS	NOAC	PLAN	OCC	NCC	GRADE	STEP	TYPE	
PR		PR		OT/HRS	EFFDTE	PR	PR	PR	PR	PR	PR	
CUR		CUR				CUR	CUR	CUR	CUR	CUR	CUR	
AA	CCCCCCCC	DDDD	EE	FFF.FF	GGG.GG	HH	JJJJJ	RRRRR	LL	TT	N	
BB		VVVVV		PPP.PP	QQ/QQ/QQ	II	KKKKK	SSSSS	MM	UU	O	

SUBJECT TO PRIVACY ACT OF 1974

- A. FTE Line Item (Prior)
- B. FTE Line Item (Current)
- C. SSN
- D. Organization: Assigned (Prior)
- E. Employee Name (Last, First, MI, Gen)
- F. Base Hours: B/W
- G. Nature of Action: Code
- H. Pay Plan (Prior)
- I. Pay Plan (Current)
- J. Occupational Code (Prior)
- K. Occupational Code (Current)
- L. Grade: Prior
- M. Grade: Current
- N. Position: Type (Prior)
- O. Position: Type (Current)
- P. Overtime: Hours B/W + Overtime:  
Hours Adjustment

- Q. Effective Date
- R. NASA Classification Code (Prior)
- S. NASA Classification Code (Current)
- T. Step (Prior)
- U. Step (Current)
- V. Organization: Assigned (Current)

**SELECTION CRITERIA::**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Effective date between pay period start date and pay period ending date
- New Employee Indicator equal blank (excludes accessions)
- Prior FTELI not equal blank

**REPORT 310****OVERTIME REPORT****PAYROLL**

**PURPOSE:** To provide center organizations with current pay period information on overtime and holiday worked and leave used.

**CONTENT:** All employees who worked overtime or holiday hours.

**SEQUENCE:** By Center, Organization: Assigned, Pay Plan, Grade, Employee Name  
Totals By Section, Branch, Division, Directorate  
Page breaks by Center, Branch, Division, Directorate

REPORT NO: 310		SUBJECT TO PRIVACY ACT OF 1974										PAGE:							
SEQUENCE BY: ORGANIZATION, NAME		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:							
		INSTALLATION NAME										TIME:							
		SSSSSSSSSSSSSSSSSSSSSS																	
		OVERTIME REPORT																	
		AS OF MM/DD/YY																	
ORG. NAME	AAAAA	BBBBBBBBBBBBBBBBBBBB	C	D	E	F	G	R	A	D	ST	OT HRS CT HR PD	OT ERNGS CT ERNGS	HOLIDAY HRS	HOLIDAY PREM PAY	OT HRS CT HR PD	OT ERNGS CT ERNGS	HOLIDAY HRS WKED	HOLIDAY PREM PAY
	GGG.GG	HH,HHH,HHH.HH	II.II	J,JJJ.JJ	M,MMM.MM	NN,NNN,NNN.NN	OOO.OO	P,PPP.PP											
	KKK.KK	L,LLL.LL			Q,QQQ.QQ	RR,RRR.RR													
SECTION TOTALS	TT,TTT.TT	XX,XXX.XX										UU,UUU.UU	VV,VVV.VV	WW,WWW.WW	ZZ,ZZZ.ZZ	aa,aaa.aa	bb,bbb.bb	cc,ccc.cc	
												YY,YYY.YY			dd,ddd.dd	eee,eee.ee			
BRANCH TOTALS	TT,TTT.TT	XX,XXX.XX										UU,UUU.UU	VV,VVV.VV	WW,WWW.WW	ZZ,ZZZ.ZZ	aa,aaa.aa	bb,bbb.bb	cc,ccc.cc	
												YY,YYY.YY			dd,ddd.dd	eee,eee.ee			
DIVISION TOTALS	TTT,TTT.TT											UU,UUU.UU	VV,VVV.VV	WW,WWW.WW	ZZZ,ZZZ.ZZ	aa,aaa.aa	bbb,bbb.bb	ccc,ccc.cc	
	XXX,XXX.XX											YYY,YYY.YY			ddd,ddd.dd	e,eee,eee.ee			
DIRECTORATE TOTALS	TTT,TTT.TT											UU,125UUU.UU	VV,VVV.VV	WW,WWW.WW	ZZZ,ZZZ.ZZ	aa,aaa.aa	bbb,bbb.bb	ccc,ccc.cc	
	XXX,XXX.XX											YYY,YYY.YY			ddd,ddd.dd	e,eee,eee.ee			
CENTER TOTALS	T,TTT,TTT.TT											UU,UUU.UU	VVV,VVV.VV	W,WWW,WWW.WW	Z,ZZZ,ZZZ.ZZ	aa,aaa.aa	b,bbb,bbb.bb	c,ccc,ccc.cc	
	X,XXX,XXX.XX											Y,YYY.YY			d,ddd,ddd.dd	ee,eee,eee.ee			

SUBJECT TO PRIVACY ACT OF 1974

**A. Organization: Assigned. Digits: 12345**

- 1 = Directorate
- 2 = Division
- 3 = Branch
- 4 = Section
- 5 = Office

**B. Employee Name****C. Facility Code****D. Pay Plan****E. Grade****F. Step****G. Overtime: Hours B/W + Overtime: Hours Adjustment****H. Overtime: Earnings B/W + Overtime: Earnings Adjustment****I. Holiday Hours: B/W + Hol/Wrk: Cur Adj Hrs**



REPORT 310 OVERTIME REPORT  
DATA ELEMENTS (cont'd)

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- J. Holiday Earnings: B/W + Holiday/Wked: Current Adj Erngs
- K. Comp Time: Hrs Paid B/W
- L. Comp Time: Cur CT Paid Amount
- M. Overtime: Hours B/W Hist + Overtime: Hours Adj Hist
- N. Overtime: Earnings B/W Hist + Overtime: Earnings Adj Hist
- O. Holiday Hours: B/W Hist + Holiday/Wked: Cur Adj Hist
- P. Holiday Earnings: B/W Hist + Hol/Wkend: Cur Adj Erngs Hist
- Q. Comp Time: Hrs Paid B/W Hist
- R. Comp Time: Hours Paid B/W Hist
- S. If the user designated a Facility code, the Facility Name will be derived from the Facility Table
- T. Section, Branch, Division, Directorate, and Center totals of G
- U. Section, Branch, Division, Directorate, and Center totals of H
- V. Section, Branch, Division, Directorate, and Center totals of I
- W. Section, Branch, Division, Directorate, and Center totals of J
- X. Section, Branch, Division, Directorate, and Center totals of K
- Y. Section, Branch, Division, Directorate, and Center totals of L
- Z. Section, Branch, Division, Directorate, and Center totals of M
- a. Section, Branch, Division, Directorate, and Center totals of N
- b. Section, Branch, Division, Directorate, and Center totals of O
- c. Section, Branch, Division, Directorate, and Center totals of P
- d. Section, Branch, Division, Directorate, and Center totals of Q
- e. Section, Branch, Division, Directorate, and Center totals of R

SELECTION CRITERIA::

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Any Fiscal Year to Date value greater than 0
- Facility Code equals user designated Facility Code if entered

**NOTE:** If an employee has been in multiple Organizations during the fiscal year, the employee will be listed under each organization with the associated fiscal YTD totals. The current fields will only print with the current organization.



REPORT 311 (RELIGIOUS) (COMPENSATORY) TIME REPORT  
 DATA ELEMENTS (cont'd)

---

**COMPENSATORY**

- A. Pay Block: Processing
- B. Organization: Assigned
- C. SSN
- D. Employee Name (Last, First, MI, Gen)
- E. Pay Period Ending Date
- F. Comp Time: Current Balance
- H. Comp Time: Earned B/W
- I. Comp Time: Used B/W + Comp Time: Extended Used B/W
- J. Comp Time: Forfeited B/W + Comp Time: Extended Forf B/W
- K. Comp Time: Hours
- L. Sum of Comp Time: Hours(7) (if > 0) + d - e for each extended bucket whose Empl Extnd Thru Date falls in the next pay period
  - a. Empl Extnd CT Sts Code
  - b. Empl Extnd CT Orgnl Frftd Date
  - c. Empl Extnd CT Thru Date
  - d. Empl Extnd CT Hrs Qty
  - e. Empl Extnd CT Cumltv Used Qty
  - f. Empl Extnd CT Cumltv Frftd Qty

**SELECTION CRITERIA - Religious:**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Duty Status not = 'Z'
- Any Comp Time: Relig Hours (up to 7) not equal 0 or Comp Time: Relig Forfeited B/W not equal 0

**SELECTION CRITERIA - Compensatory:**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Duty Status not = 'Z'
- Any Comp Time: Hours (up to 7) greater than 0 or Comp Time: Current Balance greater than 0 or Comp Time: Forfeited B/W greater than 0 or Comp Time: Extended Forf B/W greater than 0 or Comp Time: Earned B/W greater than 0 or Comp Time: Used B/W greater than 0

**REPORT 104 HEALTH INSURANCE NOT PAID**

PAYROLL

**PURPOSE:** To provide a list of health benefit deductions not taken this pay period, so that the employees can be billed for the cost.

**CONTENT:** All enrollees with insufficient earnings for deductions.

**SEQUENCE:** Selective By Center, FEHB:Plan Code, Employee Name or FEHB:Plan Code, SSN.

SUBJECT TO PRIVACY ACT OF 1974							
REPORT NO: 104		NASA PERSONNEL AND PAYROLL SYSTEM			PAGE:		
SEQUENCE BY:		INSTALLATION NAME			DATE:		
		HEALTH INSURANCE NOT PAID			TIME:		
		AS OF MM/DD/YY					
ORG	SSN	NAME	FEHB CODE	FEHB DED	FEHB CONTR	NOT DED YTD	
AAAAA	BBBBBBBBB	CC	DDD	EEE.EE	FFF.FF	G,GGG.GG	

SUBJECT TO PRIVACY ACT OF 1974

- A. Organization: Assigned
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. FEHB: Plan Code
- E. FEHB: NORMAL\*
- F. Health Govt Amount (Health Code Table look up). This amount will be zero if (FEHB: Contribution Flag = 'Y') or (Duty Status = 'Z')\*
- G. For all pay periods when FEHB deduction was not taken, the total of History FEHB: Normal\*\*
  - History FEHB: B/W
  - History FEHB: Current Adj
  - History FEHB: Prior Adj
  - History FEHB: Cash Collection

- \* Prorated for career part-time employees (work schedule of P, S, or T, Tenure Code of 0, 1, or 2) based on Part-Time Hours (Part-Time Hours/80).
- \*\* Not prorated for career part-time employees.

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Reactivation Indicator equal 0
- FEHB: Plan Code not equal blanks, '000', 'ZZX', 'ZZY', 'ZZZ'
- FEHB: B/W equal 0 or less
- Select employee History records for current fiscal year to date

**REPORT 312****CREDIT HOURS REGISTER****PAYROLL**

**PURPOSE:** To provide a report on credit hours to be used by the payroll office for reference and by the center organizations to manage credit time.

**CONTENT:** Flexible time employees with credit hours balance.

**SEQUENCE:** By Organization:Assigned, Employee Name with page breaks  
by Organization:Assigned.  
Totals by Organization:Assigned and Center.

REPORT NO: 312		SUBJECT TO PRIVACY ACT OF 1974										PAGE:
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:
		INSTALLATION NAME										TIME:
		CREDIT HOURS REGISTER										
		PERIOD ENDING MM/DD/YY										
02	245761298	SMITH, JOHN J.	CC211	24.00	16.00	24.00	8.00	24.00	8.00	16.00	8.00	
AA	BBBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	J	K	L	
ORGANIZATION =====>			DDDD		M	N	O	P	Q	R	S	

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. SSN
- C. Employee Name(Last, First, MI, Gen)
- D. Organization: Assigned
- E. Credit Hours: PYCO
- F. Credit Hours: Earned B/W
- G. Credit Hours: Earned YTD
- H. Credit Hours: Used B/W
- I. Credit Hours: Used YTD
- J. Credit Hours: Forf B/W
- K. Credit Hours: Forf YTD
- L. Credit Hours: Balance
- M. Organization Total of F
- N. Organization Total of G
- O. Organization Total of H

- P. Organization Total of I
- Q. Organization Total of J
- R. Organization Total of K
- S. Organization Total of L

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z'
- Credit Hours: Used B/W greater 0 or  
Credit Hours: Earned B/W greater 0 or  
Credit Hours: Forf B/W greater 0 or  
Credit Hours: Balance greater 0



## REPORT 314 TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN)

## DATA ELEMENTS (cont'd)

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Z.	TSP: Govt Basic Amt F-Fund + TSP: Govt Basic Late Payment F (If TSP: Non Payment Flag = ' ')	v.	s + t + u
a.	TSP: Govt Basic Amt C-Fund + TSP: Govt Basic Late Payment C (If TSP: Non Payment Flag = ' ')	w.	TSP: Govt Match Adj G(1-26)
b.	Y + Z + a	x.	TSP: Govt Match Adj F(1-26)
c.	TSP: Govt Match Amt G-Fund + TSP: Govt Matching Late Payment G (If TSP: Non Payment Flag = ' ')	y.	TSP: Govt Match Adj C(1-26)
d.	TSP: Govt Match Amt F-Fund + TSP: Govt Matching Late Payment F (If TSP: Non Payment Flag = ' ')	z.	w + x + y
e.	TSP: Govt Match Amt C-Fund + TSP: Govt Matching Late Payment C (If TSP: Non Payment Flag = ' ')	*A.	TSP: CY Late Payment G (If TSP: Non Payment Flag = 'x')
f.	c + d + e	*B.	TSP: CY Late Payment F (If TSP: Non Payment Flag = 'x')
g.	TSP: Department	*C.	TSP: CY Late Payment C (If TSP: Non Payment Flag = 'x')
h.	TSP: Agency	*D.	*A + *B + *C
i.	TSP: Department (Previous)	*I.	TSP: Govt Basic Late Payment G (If TSP: Non Payment Flag = 'x')
j.	TSP: Agency (Previous)	*J.	TSP: Govt Basic Late Payment F (If TSP: Non Payment Flag = 'x')
k.	TSP: NPPS CY Adj G(1-26)	*K.	TSP: Govt Basic Late Payment C (If TSP: Non Payment Flag = 'x')
l.	TSP: NPPS CY Adj F(1-26)	*L.	*I + *J + *K
m.	TSP: NPPS CY Adj C(1-26)	*M.	TSP: Govt Matching Late Payment G (If TSP: Non Payment Flag = 'x')
n.	k + l + m	*N.	TSP: Govt Matching Late Payment F (If TSP: Non Payment Flag = 'x')
s.	TSP: Govt Basic Adj G(1-26)	*O.	TSP: Govt Matching Late Payment C (If TSP: Non Payment Flag = 'x')
t.	TSP: Govt Basic Adj F(1-26)	*P.	*M + *N + *O
u.	TSP: Govt Basic Adj C(1-26)		

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- If (TSP: CY Ded B/W greater than 0 or TSP: Govt Basic Contr B/W greater than 0 or TSP: Govt Matching Contr Tot B/W greater than 0 or TSP: CY Ded Adj not equal 0 or TSP: Govt Basic Adj Total not equal 0 or TSP: Govt Matching Adj Total not equal 0 or TSP: Separation Flag equal 1) or
- If (TSP: Emp Late Pmt (1-3) not equal 0 or TSP: GB Late Pmt (1-3) not equal 0 or TSP: GM Late Pmt (1-3) not equal 0)





REPORT 200  
DATA ELEMENTS

## MASTER EMPLOYEE RECORD

(Page 1 of 5)

- 
- A. Salary: Scheduled
  - B. Salary
  - C. Salary: Hourly
  - D. If Pay Plan Not = 'ES' and Occupation Code Not = 1811  
If FLSA Pay Status = 'E' and Job Series Not = 1  
and (Salary: Hourly X Premium Rate Table) > Overtime Rate Max Table Overtime Rate  
Max Table  
Else  
Salary: Hourly X Premium Rate Table\*  
\*If Occupation Code - 1811 and Salary Hourly > Overtime Rate Max Table Salary: Hourly
  - E. Nite Diff Rate = Salary: Hourly X .10
  - F. Sunday Diff Rate = Salary: Hourly X .25
  - G. Hazardous Rate = (((HAZARD-RATE) - 1) X (Salary: Hourly))
  - H. Organization: Assigned
  - I. Duty Station Code
  - J. Duty Status
  - K. T & A: Distribution Code
  - L. Date Limit if Position: Type Not = 0 or 1
  - M. Reactivation Indicator
  - N. New Employee Indicator
  - O. Termination Code
  - P. Termination Date
  - Q. Date Limit if Position: Type = 0 or 1
  - R. 'Days' Or 'Hours' Or 'Dollars' (Literal, Appointment Type)
  - S. If Appointment: Day Limit Not = 0: Appointment: Day Limit  
If Appointment: Hour Limit Not = 0: Appointment: Hour Limit  
If Appointment: Dollar Limit Not = 0: Appointment: Dollar Limit
  - T. Appointment: Balance Limit
  - U. If Appointment: Day Limit Not = 0: Appointment: Day Limit - Appointment: Balance  
Limit  
If Appointment: Hour Limit Not = 0: Appointment: Hour Limit - Appointment: Balance  
Limit  
If Appointment: Dollar Limit Not = 0: Appointment: Dollar Limit - Appointment: Balance  
Limit
  - V. FEHB: Prior Plan Code
  - W. FEGLI: Last Shift Worked
  - X. State Tax: Frmr Adj
  - Y. FEGLI: Code
  - Z. Pay Plan
  - 1. Pay Rate Determinant
  - 2. Pay Basis
  - 3. Tour Of Duty: Shift From
  - 4. FLEXI Tour Indicator
  - 5. FLSA Pay Status
  - 6. FTE Line Item
  - 7. Non-NASA Project Line Item

- 
- 8. Retirement Plan
  - 9. Position: Type
  - a. Annuitant Indicator
  - b. Occupational Code
  - c. Part Time Hours (Scheduled)
  - e. Supervisory Code
  - f. EIC: Marital Code
  - g. Union Code
  - h. Base Earnings: Normal = Salary: Hourly X 80
  - i. Foreign Diff: Normal
  - j. Gross Earnings: Normal
  - k. COLA: Normal
  - l. Net Earnings: Normal
  - m. Base Hours: B/W =
 

Regular Hours: B/W	+	Annual Leave: Used B/W
+ Sick Leave: Used B/W	+	Comp Time: Used B/W
+ Holiday Leave: Used B/W	+	Restored Leave: Used B/W
+ Military Leave: Used B/W Hours	+	Comp Time: Relig Used B/W
+ Administrative Leave: Used B/W	+	Excused Leave: Used B/W
+ Cop.Leave: Hours Used B/W	+	Graduate Leave: Used B/W
+ Jury Leave: Used B/W	+	Court Leave: Used B/W
+ Credit Hours: Used B/W	+	Home Leave: Hours Used B/W
+ Employee Hours Total Time Off Total Paid Quantity		
  - n. Overtime: Hours B/W
  - o. Night Differential: Hours B/W
  - p. Hazardous Hours: B/W
  - q. Sunday Diff: Hours B/W
  - r. Holiday Hours: B/W
  - s. Lump Total: Leave Hours-1 + Lump Total: Leave Hours-2
  - t. Comp Time: Hours Paid B/W
  - u. Hazardous Code
  - v. FEHB: Prior Adj
  - w. Base Earnings: B/W
  - x. Overtime: Earnings B/W
  - y. Night Differential: Earnings B/W
  - z. Hazardous Earnings: B/W
  - /A. Sunday Diff: Earnings B/W
  - /B. Holiday Earnings: B/W
  - /C. Foreign Diff: B/W
  - /D. Lump Total: Leave Payment
  - /E. Statutory Cutback B/W
  - /F. Gross Earnings: B/W
  - /G. Total Of (Bond: Refund(1-10)) + Bond: Refund Adj
  - /H. EIC
  - /I. COLA: B/W

REPORT 200  
DATA ELEMENTS

## MASTER EMPLOYEE RECORD

(Page 1 of 5)

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/J. Net Earnings: B/W  
/K. Overtime: Hours Adjustment  
/L. Base Earnings: Adjustment  
/M. Overtime: Earnings Adjustment  
/N. Lump Total: Leave Adj  
/O. Gross Earnings: Adjustment  
/P. EIC: Adjustment  
/R. Base Hours: YTD  
/S. Overtime: Hours YTD  
/T. Night Differential: Hours YTD  
/U. Hazardous Hours: YTD  
/V. Sunday Diff: Hours YTD  
/W. Holiday Hours: YTD  
/Y. Comp Time: Hours Paid YTD  
/a. Base Earnings: YTD  
/b. Overtime: Earnings YTD  
/c. Night Differential: Earnings YTD  
/d. Hazardous Earnings: YTD  
/e. Sunday Diff: Earnings YTD  
/f. Holiday Earnings: YTD  
/g. Foreign Diff: YTD  
/h. Lump Total: Leave Payment YTD  
/i. Fire Fighter: YTD Prem Pay  
/k. Statutory Cutback YTD  
/l. Gross Earnings: YTD  
/m. Bond: Refund YTD  
/n. EIC: YTD  
/o. COLA: YTD  
/q. Federal Tax: Normal  
/r. Indebtedness Due U.S.: Normal  
/s. Bankruptcy: Normal  
/t. Child Support: Normal  
/u. State Tax: Normal  
/v. County Tax: Normal  
/w. City Tax: Normal  
/x. CSRS: Normal  
/y. Bankruptcy: Total  
/z. CSRS: Mil Dep Normal  
/1. FERS: Normal  
/2. FERS: Mil Dep Normal  
/4. FICA: Normal  
/5. HIT: Normal  
/6. FEGLI: Normal  
/7. FEHB: Normal

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/8. TSP: Cy Ded Normal  
/9. TSP: Loan Ded Normal  
\*A. NEBA: Normal  
\*B. Voluntary Allot: Normal  
\*C. Union Dues: Normal  
\*D. Bond: Normal  
\*E. CFC: Normal  
\*F. Federal Tax: B/W  
\*G. Total Of (Indebtedness Due U.S.: B/W(1-5))  
\*H. Bankruptcy: B/W  
\*I. Total Of (Child Support: B/W(1-3))  
\*J. State Tax: B/W  
\*K. County Tax: B/W  
\*L. City Tax: B/W  
\*M. CSRS: B/W  
\*O. CSRS: Mil Dep B/W  
\*P. FERS: B/W  
\*Q. FERS: Mil Dep B/W  
\*S. FICA: B/W  
\*T. HIT: B/W  
\*U. FEGLI: B/W  
\*V. FEHB: B/W  
\*W. Bill Of Collection: Deduction  
\*X. TSP: Cy Ded B/W  
\*Y. TSP: Loan Ded 1 B/W + TSP: Loan Ded 2 B/W  
\*Z. NEBA: Total B/W  
\*1. Voluntary Allot: B/W  
\*2. Union Dues: B/W  
\*3. Bond: B/W  
\*4. CFC: B/W  
\*5. Federal Tax: Adjustment  
\*6. State Tax: Adjustment  
\*7. County Tax: Adjustment  
\*8. City Tax: Adjustment  
\*9. Retirement: Cur Adj if Retirement Plan = 1,6,R,T,C,E  
\*a. Pay Period Number  
\*b. Retirement: Cur Adj if Retirement Plan = K,L,M,N  
\*c. FICA: Adjustment  
\*d. HIT: Adjustment  
\*e. FEGLI: Adjustment  
\*f. TSP: Cy Ded Adj  
\*g. Federal Tax: YTD  
\*h. Indebtedness Due U.S.: YTD  
\*i. Bankruptcy: YTD

REPORT 200  
DATA ELEMENTS

## MASTER EMPLOYEE RECORD

(Page 1 of 5)

---

\*j. Child Support: YTD  
 \*k. State Tax: YTD  
 \*l. County Tax: YTD  
 \*m. City Tax: YTD  
 \*n. CSRS: Deduction YTD  
 \*p. CSRS: Mil Dep YTD  
 \*q. FERS: YTD  
 \*r. FERS: Mil Dep: YTD  
 \*t. FICA: YTD  
 \*u. HIT: YTD  
 \*v. FEGLI: Basic YTD + FEGLI: Opt A YTD + FEGLI: Opt B YTD + FEGLI: Opt C YTD  
 \*w. FEHB: Deduction YTD  
 \*x. Bill Of Collection: YTD  
 \*y. TSP: Cy YTD  
 \*z. TSP: Loan Ded 1 YTD + TSP: Loan Ded 2 YTD  
 &A. NEBA: Total YTD  
 &B. Voluntary Allot: YTD  
 &C. Union Dues: YTD  
 &D. Bond: YTD  
 &E. CFC: YTD  
 &F. Foreign Diff: Rate  
 &G. COLA: Rate  
 &H. CSRS: NASA Cum  
 &K. CSRS: Cum Transferred In  
 &T. FERS: NASA Cum  
 &V. Miscellaneous B/W Amt  
 &W. Miscellaneous: YTD  
 &X. CFC: Agency Code  
 &Y. Tour Type  
 &Z. FEHB: Cash Collection Plan Code  
 &a. Fire Fighter: Prem Earn B/W  
 &b. FEHB: Cash Collection  
 &c. FEHB: Plan Code  
 &d. Pay Block: Processing  
 &e. SSN  
 &f. Employee Name (Last, First, MI, Gen)  
 &g. State Tax: Frmr Adj Code  
 &h. Grade: Current  
 &i. Step  
 &j. Date Of Birth  
 &k. SCD: Leave  
 &m. Federal Tax: QTD  
 &n. County Tax: MTD  
 &o. State Tax: MTD

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&p. State Tax: QTD  
&q. County Tax: QTD  
&r. City Tax: MTD  
&s. City Tax: QTD  
&t. FICA: QTD  
&u. HIT: QTD  
&v. FEHB: Cur Adj  
&w. TSP: Deductions Total MTD  
&x. TSP: Deductions Total QTD  
&y. Base Earnings: Transferred In  
&z. FICA: Earnings YTD Trans In  
&2. Tour Of Duty: Shift To  
&3. TSP: Loan Ded 1 Cum + TSP: Loan Ded 2 Cum  
&5. Award: Amount YTD  
&6. Civil Serv Credit: Normal  
&7. Civil Serv Credit: B/W  
&8. Civil Serv Credit: YTD  
#Q. Civil Serv Credit: Cum  
#R. Civil Serv Credit: Transf In  
#S. Salary: Daily  
#U. Tenure Code  
#W If the user designates a Facility Code, the Facility Name will be derived from the Facility Table  
#X Facility Code  
10. Base: Hours Adjustment  
12. Night Differential: Earnings Adjustment  
13. Hazardous: Hours Adjustment  
14. Hazardous: Earnings Adjustment  
15. Sunday Diff: Hours Adjustment  
16. Sunday Diff: Earnings Adjustment  
17. Holiday Work: Hours Adjustment  
18. Holiday Work: Earnings Adjustment  
19. Foreign Diff: Earnings Adjustment  
20. Fire Fighter: Earnings Adjustment  
21. COLA: Earnings Adjustment  
39. Civil Serv Credit: Adjustment  
40. TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment  
41. Union Dues: Adjustment  
42. CFC: Adjustment  
43. Night Differential: Hours Adjustment  
45. Salary Offset

REPORT 200  
DATA ELEMENTS

## MASTER EMPLOYEE RECORD

(Page 1 of 5)

- 
46. CSRS: Salary Offset Adj if Retirement Plan Not = 'K', 'M', 'N', 'L' and Annuitant Indicator = '1', '4', or '5'  
FERS: Salary Offset Adj if Retirement Plan = 'K', 'M', 'N', 'L', '2' and Annuitant Indicator = 'A', 'C', or 'E'
  47. Comp Time Paid Amt: Cur
  48. Comp Time Paid Amt: YTD
  49. FERS: Frmr Adj
  50. Retirement Plan: Frmr Adj if Retirement Plan: Frmr Adj = '1','6','R','T','C','E'
  51. CSRS: Frmr Adj
  52. FEHB: Contribution Flag
  53. Retirement Plan: Frmr Adj if Retirement Plan: Frmr Adj = 'K','M','N','L'
  54. Supervisory Diff: B/W
  55. Supervisory Diff: Current Adj
  56. Supervisory Diff: YTD
  57. Retention Allow: B/W
  58. Retention Allow: Current Adj
  59. Retention Allow: YTD
  60. Supervisory Diff: Rate
  61. Retention Allow: Rate
  62. NEBA: Quarter Emp Deductions
  63. Award: Earnings (1)
  64. Award: Earnings (2)
  65. Award: Earnings (3)
  66. Empl Norm Local Pay Amt
  67. Empl Local Pay B/W Amt
  68. Empl Local Pay B/W Adj Amt
  69. Empl Local Pay YTD Amt
  70. Empl Norm Admn Uctrd OT Amt
  71. Empl Admn Uctrd OT B/W Amt
  72. Empl Admn Uctrd OT B/W Adj Amt
  73. Empl Admn Uctrd OT YTD Amt
  74. Empl Norm Staff Diff Amt
  75. Empl Stff Diff B/W Amt
  76. Empl Stff Diff B/W Adj Amt
  77. Empl Stff Diff YTD Amt
  78. Empl Total Adv Pay Received Amt – Empl Adv Pay Cum Ded Amt
  79. Empl Adv Pay Cum Ded Amt
  80. Empl New Norm Adv Pay Ded Amt
  81. Empl Adv Pay Ded B/W Amt
  82. Empl Adv Pay Adj B/W Amt
  83. Empl Adv Pay YTD Ded Amt
  84. Employee NEBA Chapter Code
  85. Net Earnings: YTD
  86. Supervisory Diff: New Norm

- 
- 87. Retention Allowance: New Norm
  - 88. Empl New Norm Grnsh Ded Amt
  - 89. Empl Grnsh Crnt Ded Amt (1-9)
  - 90. Empl Grnsh YTD Ded Amt (1-9)
  - 91. Empl Local Pay Trnsfr In YTD Amt
  - 92. Availability Pay: Norm New
  - 93. Availability Pay: B/W
  - 94. Availability Pay: Adj
  - 95. Availability Pay: YTD
  - 96. Availability Pay: Hourly Rate

**SELECTION CRITERIA**

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Not Equal 'Z' or Reactivation Indicator Not Equal 3 or Gross Earnings: B/W greater than 0 or Award: Amount greater than 0
- Facility Code Equals User Designated Facility Code If Entered



**REPORT 200      MASTER EMPLOYEE RECORD      (Page 2 of 5)    PAYROLL**

**PURPOSE:** To provide a bi-weekly record of the current status and results of all transactions affecting the employees taxes, bonds, allotments and loans.

**CONTENT:** All employees active for pay this pay period.

**SEQUENCE:** Selective by Center, Employee Name or SSN or Pay Block:  
Processing, Name or Pay Block: Processing, SSN  
Page break by Center, Employee Name or SSN

REPORT NO: 200	SUBJECT TO PRIVACY ACT OF 1974		PAGE:
SEQUENCE BY:	NASA PERSONNEL AND PAYROLL SYSTEM		DATE:
	INSTALLATION NAME		TIME:
	AAAAAAAAAAAAAAAAAAAAA		
	MASTER EMPLOYEE RECORD		
	AS OF MM/DD/YY PAY PERIOD NO. BB		
BLK: CC SSN: DDDDDDDD FACILITY: E NAME: FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF GR/ST: GG / HH DOB: II/II/II SCD LVE: JJ/JJ/JJ			
-----			
MILITARY DEPOSIT:	CSRS	FERS	
	----	----	
DEPOSIT REQUIRED	KKKKK.KK	RRRRR.RR	
BAL. TRANSF. IN	LLLLL.LL	SSSSS.SS	
YTD INTEREST	MMMMM.MM	TTTTT.TT	
CUM INTEREST	NNNNN.NN	UUUUU.UU	
CUM DEDUCTION	OOOOO.OO	VVVVV.VV	
CASH PAYMENT	PPPPP.PP	WWWWW.WW	
BALANCE DUE	QQQQQ.QQ	XXXXX.XX	
INTEREST ACCR DATE	YY/YY/YY		
JUDICIAL/ADMINISTRATIVE DECREE			
	CUM	TOT	
	----	----	
CHILD SUPPORT	SSSSSS.SS	TTTTTT.TT	
COMMERCIAL GARNISHMENT	VVVVVV.VV	WWWWW.WW	
INDEBTEDNESS TO US	XXXXXX.XX	YYYYYY.YY	
BANKRUPTCY	ZZZZZZ.ZZ	*AAAAA.AA	
VOLUNTARY ALLOTMENTS			
	CODE	ROUTINE#	
	1	*BBBBBBB	
	2	*BBBBBBB	
TSP LOAN			
	CODE		
	1	*EEEEEEE	
	2	*EEEEEEE	
ACCOUNT NUMBER			
		*CCCCCCCCCCCCCCC	
		*CCCCCCCCCCCCCCC	
AMOUNT			
		*DDD.DD	
		*DDD.DD	
*GGGG.GG			
*GGGG.GG			
SUBJECT TO PRIVACY ACT OF 1974			

REPORT 204  
DATA ELEMENTS

## MASTER EMPLOYEE RECORD

(Page 2 of 5)

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A. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table	e. State Tax: Earnings QTD
B. Pay Period Number	f. State Tax: Earnings YTD
C. Pay Block: Processing	g. County Tax: Earnings Cur
D. SSN	h. County Tax: Earnings MTD
E. Facility Code	i. County Tax: Earnings QTD
F. Employee Name (Last, First, MI, Gen)	j. County Tax: Earnings YTD
G. Grade: Current	k. City Tax: Earnings Cur
H. Step	l. City Tax: Earnings MTD
I. Date of Birth	m. City Tax: Earnings QTD
J. SCD: Leave	n. City Tax: Earnings YTD
K. CSRS: Mil Dep Total Required	o. HIT: Earnings QTD
L. CSRS: Mil Dep Trnsfr In	p. HIT: Earnings YTD
M. CSRS: Mil Dep Int	q. FICA: Earnings QTD
N. CSRS: Mil Dep Int Cum	r. FICA: Earnings YTD
O. CSRS: Mil Dep Cum	s. Total Of (Child Support: Cum (1-3))
P. CSRS: Mil Dep Cash Pmt	t. Total Of (Child Support: Total (1-3))
Q. CSRS: Mil Dep Balance	u. Maximum Of (Child Support: Ded Date Limit (1-3))
R. FERS: Mil Dep Total Required	v. Total Of (Empl Grnsh Cum Ded Amt (1-9))
S. FERS: Mil Dep Trnsfr In	w. Total Of (Empl Grnsh Tot Due Amt (1-9))
T. FERS: Mil Dep Int	x. Total Of (Indebtedness Due U.S.: Cum (1-5))
U. FERS: Mil Dep Int Cum	y. Total Of (Indebtedness Due U.S.: Total (1-5))
V. FERS: Mil Dep Cum	z. Bankruptcy: Cum
W. FERS: Mil Dep Cash Pmt	*A. Bankruptcy: Total
X. FERS: Mil Dep Balance	*B. Financial Inst Routing Nbr (2)
Y. Military Deposit: Int Accr Date	*C. Account Number: EFT (2)
Z. Taxable Earnings: MTD	*D. Voluntary Allot: Req'st Amt (2)
a. Taxable Earnings: QTD	*E. Financial Inst Routing Nbr (2)
b. Taxable Earnings: YTD	*F. Account Number: (2)
c. State Tax: Earnings Cur	*G. TSP: Loan Current Deductions (2)
d. State Tax: Earnings MTD	

<b>REPORT 200</b>	<b>MASTER EMPLOYEE RECORD</b>	<b>(Page 3 of 5)</b>	<b>PAYROLL</b>
<b>PURPOSE:</b>	To provide a bi-weekly record of the current status and results of all transactions affecting the employees taxes, bonds, allotments and loans.		
<b>CONTENT:</b>	All employees active for pay this pay period.		
<b>SEQUENCE:</b>	Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN Page break by Center, Employee Name or SSN		

[illegible]

REPORT 204  
DATA ELEMENTS

## MASTER EMPLOYEE RECORD

(Page 3 of 5)

- 
- A. Federal Tax: Exempted
  - C. State Tax: Code
  - D. County Tax: Code
  - E. City Tax: Code
  - G. State Tax: Additional Exempts
  - H. County Tax: Additional Exempts
  - I. City Tax: Additional Exempts
  - J. Federal Tax: Additional
  - K. State Tax: Additional W/H
  - L. County Tax: Additional W/H
  - M. City Tax: Additional W/H
  - O. State Tax: Alternate Amount
  - P. County Tax: Alternate Amount
  - Q. City Tax: Alternate Amount
  - R. Federal Tax: Marital Code
  - S. State Tax: Marital Code if State Tax: Code Not = Blank
  - T. County Tax: Marital Code
  - U. City Tax: Marital Code
  - V. Federal Tax: Exemptions
  - W. State Tax: Exemptions
  - X. County Tax: Exemptions
  - Y. City Tax: Exemptions
  - Z. If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Table
    - a. Facility Code
    - s. Bond: Requested Deduction (10)
    - t. Bond: Denomination / 2 (10)
    - u. Bond: Current Balance (10)
    - v. Bond: Purchase Indicator (10)
  - /C. Address: Mailing
  - /F. Account Type: Eft
  - /G. Address: Check Mailing
  - /H. '1', ..., '10' (Literal, Bond Occurrence) if Bond: Denomination not = 0
  - /I. Pay Block: Processing
  - /J. SSN
  - /K. Employee Name (Last, First, MI, Gen)
  - /M. State Tax: Working Spouse
  - \*a. Pay Period Number
  - \*d. Financial Inst Routing Nbr
  - \*e. Account Number
  - 1. PCS: Federal Tax Withheld
  - 2. PCS: State Tax Withheld
  - 3. PCS: County Tax Withheld
  - 4. PCS: City Tax Withheld
  - 5. PCS: Earnings Subj Fed Tax
  - 6. PCS: Earnings Subj State Tax
  - 7. PCS: Earnings Subj County Tax

REPORT 204  
DATA ELEMENTS

## MASTER EMPLOYEE RECORD

(Page 3 of 5)

- 
8. PCS: Earnings Subj City Tax
  9. PCS: Earnings Not Subj Fed Tax
  14. PCS: State Tax Withheld MTD
  15. PCS: County Tax Withheld MTD
  16. PCS: City Tax Withheld MTD
  18. PCS: Earnings Subj State Tax MTD
  19. PCS: Earnings Subj County Tax MTD
  20. PCS: Earnings Subj City Tax MTD
  26. PCS: State Tax Withheld QTD
  27. PCS: County Tax Withheld QTD
  28. PCS: City Tax Withheld QTD
  30. PCS: Earnings Subj State Tax QTD
  31. PCS: Earnings Subj County Tax QTD
  32. PCS: Earnings Subj City Tax QTD
  37. PCS: Federal Tax Withheld YTD
  38. PCS: State Tax Withheld YTD
  39. PCS: County Tax Withheld YTD
  40. PCS: City Tax Withheld YTD
  41. PCS: Earnings Subj Fed Tax YTD
  42. PCS: Earnings Subj State Tax YTD
  43. PCS: Earnings Subj County Tax YTD
  44. PCS: Earnings Subj City Tax YTD
  45. PCS: Earnings Not Subj Tax YTD
  46. PCS: Earnings Not Subj St Tax YTD
  47. PCS: Earnings Not Subj Co Tax YTD
  48. PCS: Earnings Not Subj Ci Tax YTD
  49. Gross Earnings: B/W
  50. Gross Earnings: State B/W
  51. Gross Earnings: County B/W
  52. Gross Earnings: City B/W
  53. TSP: Deductions Total Cur
  58. State Tax: Gross Earnings MTD
  59. County Tax: Gross Earnings MTD
  60. City Tax: Gross Earnings MTD
  61. TSP: Deductions Total MTD
  62. State Tax: TSP Cy Ded MTD
  63. County Tax: TSP Cy Ded MTD
  64. City Tax: TSP Cy Ded MTD
  66. State Tax: Gross Earnings QTD
  67. County Tax: Gross Earnings QTD
  68. City Tax: Gross Earnings QTD
  69. TSP: Deductions Total QTD
  70. State Tax: TSP Cy Ded QTD
  71. County Tax: TSP Cy Ded QTD
  72. City Tax: TSP Cy Ded QTD
  73. Gross Earnings: YTD
  74. State Tax: Gross Earnings YTD
  75. County Tax: Gross Earnings YTD

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76. City Tax: Gross Earnings YTD
  77. TSP: Cy YTD
  78. State Tax: TSP Cy Ded YTD
  79. County Tax: TSP Cy Ded YTD
  80. City Tax: TSP Cy Ded YTD
  81. State Tax: Former Code MTD (3)
  82. State Tax: Former Earnings MTD (3)
  83. State Tax: Former W/H MTD (3)
  84. State Tax: Former Gross MTD (3)
  85. State Tax: Former TSP MTD (3)
  86. PCS: Frmr W/H Subj St Tax MTD (3)
  87. PCS: Frmr Ern Subj St Tax MTD (3)
  88. State Tax: Former Code QTD (3)
  89. State Tax: Former Earnings QTD (3)
  90. State Tax: Former W/H QTD (3)
  91. State Tax: Former Gross QTD (3)
  92. State Tax: Former TSP QTD (3)
  93. PCS: Frmr W/H Subj St Tax QTD (3)
  94. PCS: Frmr Ern Subj St Tax QTD (3)
  95. State Tax: Former Code YTD (3)
  96. State Tax: Former Earnings YTD (3)
  97. State Tax: Former W/H YTD (3)
  98. State Tax: Former Gross YTD (3)
  99. State Tax: Former TSP YTD (3)
  100. PCS: Frmr W/H Subj St Tax YTD (3)
  101. PCS: Frmr Ern Subj St Tax YTD (3)
  102. PCS: Frmr Ern Not Sub St Tax YTD (3)
  103. County Tax: Former Code MTD (3)
  104. County Tax: Former Earnings MTD (3)
  105. County Tax: Former W/H MTD (3)
  106. County Tax: Former Gross MTD (3)
  107. County Tax: Former TSP MTD (3)
  108. PCS: Frmr W/H Subj Cnty Tax MTD (3)
  109. PCS: Frmr Ern Subj Cnty Tax MTD (3)
  110. County Tax: Former Code QTD (3)
  111. County Tax: Former Earnings QTD (3)
  112. County Tax: Former W/H QTD (3)
  113. County Tax: Former Gross QTD (3)
  114. County Tax: Former TSP QTD (3)
  115. PCS: Frmr W/H Subj Cnty Tax QTD (3)
  116. PCS: Frmr Ern Subj Cnty Tax QTD (3)
  117. County Tax: Former Code YTD (3)
  118. County Tax: Former Earnings YTD (3)
  119. County Tax: Former W/H YTD (3)
  120. County Tax: Former Gross YTD (3)
  121. County Tax: Former TSP YTD (3)
  122. PCS: Frmr W/H Subj Cnty Tax YTD (3)
  123. PCS: Frmr Ern Subj Cnty Tax YTD (3)

REPORT 204  
DATA ELEMENTS

## MASTER EMPLOYEE RECORD

(Page 3 of 5)

- 
- 124. PCS: Frmr Ern Not Sub Ct Tax YTD (3)
  - 125. City Tax: Former Code MTD (3)
  - 126. City Tax: Former Earnings MTD (3)
  - 127. City Tax: Former W/H MTD (3)
  - 128. City Tax: Former Gross MTD (3)
  - 129. City Tax: Former TSP MTD (3)
  - 130. PCS: Frmr W/H Subj City Tax MTD (3)
  - 131. PCS: Frmr Ern Subj City Tax MTD (3)
  - 132. City Tax: Former Code QTD (3)
  - 133. City Tax: Former Earnings QTD (3)
  - 134. City Tax: Former W/H QTD (3)
  - 135. City Tax: Former Gross QTD (3)
  - 136. City Tax: Former TSP QTD (3)
  - 137. PCS: Frmr W/H Subj City Tax QTD (3)
  - 138. PCS: Frmr Ern Subj City Tax QTD (3)
  - 139. City Tax: Former Code YTD (3)
  - 140. City Tax: Former Earnings YTD (3)
  - 141. City Tax: Former W/H YTD (3)
  - 142. City Tax: Former Gross YTD (3)
  - 143. City Tax: Former TSP YTD (3)
  - 144. PCS: Frmr W/H Subj City Tax YTD (3)
  - 145. PCS: Frmr Ern Subj City Tax YTD (3)
  - 146. PCS: Frmr Ern Not Sub Ci Tax YTD (3)
  - 147. PCS: Earnings HIT Cur Amount
  - 148. PCS: Deduction HIT YTD Amount
  - 149. PCS: Earnings HIT YTD Amount
  - 150. PCS: Earnings FICA Cur Amount
  - 151. PCS: Deduction FICA YTD Amount
  - 152. PCS: Earnings FICA YTD Amount





REPORT 200  
of 5)

## MASTER EMPLOYEE RECORD - LEAVE REGISTER

(Page 4

DATA ELEMENTS

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- A. Pay Block: Processing
- B. SSN
- C. Employee Name: (Last, First, MI, Gen)
- D. Grade: Current
- E. Step
- G. Work Schedule Code
- H. Leave Period: Current
- I. Annual Leave: Accrued B/W
- J. Annual Leave: Used B/W
- K. Annual Leave: RIC B/W
- L. Annual Leave: PYCO
- M. Annual Leave: Accrued YTD
- N. Annual Leave: Used YTD
- O. Annual Leave: RIC YTD
- P. Annual Leave: Earned Balance
- Q. Annual Leave: Advanced Bal
- R. Annual Leave: Accrual Rate
- S. Annual Leave: Change Date
- T. 'Allow' Or 'Disallow' (Literal) If Pay-Disallow-Adv-Lv = 'Y'
- U. Annual Leave: Ceiling
- W. Restored Leave: PYCO
- X. Restored Leave: Hours Type (3) =  
Restored Leave: Hours Acct 1 +  
Restored Leave: Hours Acct 2 +  
Restored Leave: Hours Acct 3
- Y. Restored Leave: Used B/W
- Z. Restored Leave: Used Cum (3)
  - A. Restored Leave: Donated B/W (1,2,3)
  - B. Restored Leave: Donated Cum (1,2,3)
  - C. Restored Leave: Donated RTD B/W (1,2,3)
  - D. Restored Leave: Donated RTD Cum (1,2,3)
- 1. X - Z (3)
- 2. Restored Leave: Expir Date (3)
- 3. Pay Period Ending Date (Format: 7 MM/DD; From The Most Current)
- 4. Comp Time: Hours (7)
- 5. Comp Time: Hourly Rate (7)
- 8. Comp Time: Current Balance
- 9. Comp Time: Relig Hours (7)
- b. Comp Time: Relig Balance
- c. Comp Time: Earned B/W
- d. Comp Time: Used B/W
- f. Comp Time: Hours Cut B/W
- g. Comp Time: Forfeited B/W
- i. Comp Time: Hours Paid B/W
- j. Comp Time: Earned YTD
- k. Comp Time: YTD Used (Prim & Ext)

DATA ELEMENTS

---

m. Comp Time: Hours Cut YTD  
 n. Comp Time: Forfeited YTD  
 p. Comp Time: Hours Paid YTD  
 q. Comp Time: Relig Earned B/W  
 r. Comp Time: Relig Used B/W  
 v. Comp Time: Relig Earned YTD  
 w. Comp Time: Relig Used YTD  
 x. Comp Time: Relig Forfeited B/W  
 y. Comp Time: Relig Forfeited YTD  
 /A. Credit Hours: Earned B/W  
 /B. Credit Hours: Used B/W  
 /C. Credit Hours: Forf B/W  
 /E. Credit Hours: PYCO  
 /F. Credit Hours: Earned YTD  
 /G. Credit Hours: Used YTD  
 /H. Credit Hours: Forf YTD  
 /J. Credit Hours: Balance  
 /K. Sick Leave: Accrued B/W  
 /L. Sick Leave: Used B/W  
 /M. Sick Leave: Accrued B/W if Annual Leave: RIC B/W > 0  
 /N. Sick Leave: PYCO  
 /O. Sick Leave: Accrued YTD  
 /P. Sick Leave: Used YTD  
 /Q. Sick Leave: RIC YTD  
 /R. Sick Leave: Balance  
 /S. Sick Leave: Advanced Used  
 /T. Sick Leave: Advanced  
 /U. Sick Leave: Advanced Used YTD  
 /V. Sick Leave: Advanced Balance  
 /W. Sick Leave: Advanced Dte Limit  
 /X. Administrative Leave: Used B/W  
 /Y. Administrative Leave: YTD  
 /Z. AWOL: Used B/W  
 /a. AWOL: Used YTD  
 /b. Court Leave: Used B/W  
 /c. Court Leave: Used YTD  
 /d. Excused Leave: Used B/W  
 /e. Excused Leave: Used YTD  
 /f. Jury Leave: Used B/W  
 /g. Jury Leave: Used YTD  
 /h. LWOP: Used B/W  
 /i. LWOP: Used YTD  
 /j. LWOP: NTE Date  
 /k. Suspension: Used B/W  
 /l. Suspension: Used YTD  
 /m. Suspension: NTE Date  
 /n. Cop Leave: Hours Used B/W

## REPORT 200

## MASTER EMPLOYEE RECORD - LEAVE REGISTER

(Page 4

of 5)

DATA ELEMENTS

---

- /o. Cop Leave: Hours Used YTD (3)
- /p. Cop Leave: Hrs Limit Bal (3)
- /q. Cop Leave: Date Limit (3)
- /r. Military Leave: Used B/W Hours
- /s. Military Leave: Used YTD Hours
- /u. Military Leave: Used Days FYTD
- /v. Military Leave: Carryover Days
- /w. Military Leave: Days Limit
- /x. SCD: Leave
- /y. LWP: NTE Date
- /1. Graduate Leave: Used B/W
- /2. Graduate Leave: Used YTD
- /3. Graduate Leave: Used EOD To Date
- /4. Graduate Leave: Cum NASA
- /5. Holiday Leave: Used B/W
- /6. Holiday Leave: Used YTD
- /7. Donated AI: Used B/W
- /8. Donated AI: Used YTD
- /9. Donated AI: Received B/W
- &a. Donated AI: Received YTD
- &b. Donated AI: PYCO
- &c. Donated AI: Contributed To Date
- &d. Home Leave: Hours Used B/W
- &e. Home Leave: Used YTD
- &f. Home Leave: Hours Used Cum
- &g. Home Leave: Last Accrual Date
- &h. Annual Leave: SES First Year
- &i. If (Annual Leave: Earned Balance + Annual Leave: Advanced Bal) > Annual: Leave Ceiling  
Then  
Annual Leave: Earned Balance + Annual Leave: Advanced Bal - Annual Leave: Ceiling  
Else  
0
- &j. Annual Leave: P/T Carry Over
- &k. Donated AI: Current Given
- &l. Donated AI: Bal Available
- &m. Home Leave: Accrual Rate
- &n. Home Leave: Hours Accrued
- &o. LWOP: 80 Hour Accrual
- &p. LWOP: SCD Hours
- \*a. Pay Period Number
- \*b. COP Leave: Injury To Date (3)
- \*c. P + Q
- \*d. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- \*e. Facility Code
- \*f. Donated AI: Donated-Returned B/W
- \*g. Donated AI: Donated-Returned YTD

DATA ELEMENTS

---

- \*h. Donated AI: Returned B/W
- \*i. Donated AI: Returned YTD
- \*j. Donated AI: Effective Date
- \*k. Donated AI: Reason Code
- \*l. Donated AI: Cancel Date
- \*m. Restricted AI: Restricted CUM - Restricted AI: Restricted B/W
- \*n. Restricted SI: Restricted CUM - Restricted SI: Restricted B/W
- \*o. Restricted AI: Restricted B/W
- \*p. Restricted SI: Restricted B/W
- \*q. Restricted AI: Restricted TRNSFR
- \*r. Restricted SI: Restricted TRNSFR
- \*s. Restricted AI: Restricted CUM
- \*t. Restricted SI: Restricted CUM SL
- \*u. Annual Leave Proj Restricted
- \*AA. Employee Time Off Award Hours Current Used Quantity
- \*BB. Employee Time Off Award Hours Year to Date Used Quantity
- \*CC. Employee Time Off Award Hours Current Forfeited Quantity
- \*DD. Employee Time Off Award Hours Year to Date Forfeited Quantity
- \*EE. Employee Time Off Award Hours Quantity
- \*FF. Compute Balance: (Employee Time Off Awards Hours Quantity (N)) -  
 (Employee Time Off Award Hours Cumulative Used Quantity (N)) -  
 (Employee Time Off Award Hours Year To Date Forfeited (N)),  
 Where N Refers to the Occurrence Number
- \*GG. Employee Time Off Award Expiration Date
- 6a. Total of Empl Extnd CT Hrs Qty
- 6b. Total of Empl Extnd CT Crnt Used Qty
- 6c. Total of Empl Extnd CT Crnt Frftd Qty
- 6d. Total of Empl Extnd CT Cumltv Used Qty
- 6e. Total of Empl Extnd CT Cumltv Frftd Qty

**REPORT 200      MASTER EMPLOYEE RECORD - THRIFT SAVINGS PLAN      PAYROLL**  
**(Page 5 of 5)**

**PURPOSE:** To provide a bi-weekly record of the current status and results of all transactions affecting the employees Thrift Savings Plan computation.

**CONTENT:** All active employees.

**SEQUENCE:** Selective by Center, Employee Name or SSN or Pay Block:  
Processing, Name or Pay Block: Processing, SSN.  
Page break by Center, Employee Name or SSN.

REPORT NO: 200	SUBJECT TO PRIVACY ACT OF 1974		PAGE:
SEQUENCE BY:	NASA PERSONNEL AND PAYROLL SYSTEM		DATE:
	INSTALLATION NAME		TIME:
	*bbbbbbbbbbbbbbbbbbbbbbbbbb		
	MASTER EMPLOYEE RECORD - TSP		
	AS OF MM/DD/YY PAY PERIOD NO. *a		

  

PB NAME	SSN	RET S	STAT	DATE	VST	TSP.SCD	TSP/ELIG	SCH.SAL	AN.SAL	B/W SAL
AA BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCCCCC	D E	FF/FF/FF	G HH/HH/HH	77/77/77	IIIIII.II	JJJJJJ.JJ	SEP/CDE	SEP/DATE	KKKK.KK
FACILITY: *c								L		MM/MM/MM

  

----- INDIVIDUAL-----			
TSP	TSP	----	RATE OF DISTR
DED	RATE		
\$	%	G%	F%
NNNN	OOO.O	PPP.PP	PPP.PP

  

----- PRECALCULATED NORMAL/CURRENT/YEAR TO DATE/CUMULATIVE -----					
- NORMALS - - CURRENT - -ADJUSTMENTS- - YTD - -CUMULATIVE-					
TSP:	CURRENT YEAR DEDUCTION	UUU.UU	WWW.WW	YYY.YY	gggg.gg
	CURRENT YEAR DISTRIBUTION-G		XXX.XX	ZZZ.ZZ	hhhh.hh
	CURRENT YEAR DISTRIBUTION-F		XXX.XX	ZZZ.ZZ	hhhh.hh
	CURRENT YEAR DISTRIBUTION-C		XXX.XX	ZZZ.ZZ	hhhh.hh

  

TSP:	LOAN	VVV.VV			
	LOAN 1	eee.ee		5555.55	LOAN wwwwww.www
	LOAN 2	fff.ff		6666.66	LOAN xxxxxxxx.xx

  

TSP:	1% CONTRIBUTION	jjj.jj	lll.ll	ssss.ss	
	1% CONTRIBUTION DISTRIBUTION-G	kkk.kk	mmm.mm	tttt.tt	
	1% CONTRIBUTION DISTRIBUTION-F	kkk.kk	mmm.mm	tttt.tt	
	1% CONTRIBUTION DISTRIBUTION-C	kkk.kk	mmm.mm	tttt.tt	

  

TSP:	MATCHING CONTRIBUTION	ooo.oo	qqq.qq	2222.22	
	MATCHING DISTRIBUTION-G	ppp.pp	rrr.rr	3333.33	
	MATCHING DISTRIBUTION-F	ppp.pp	rrr.rr	3333.33	
	MATCHING DISTRIBUTION-C	ppp.pp	rrr.rr	3333.33	

  

TAXABLE INCOME:	444,444.44	CURRENT YEAR BAL:	vvvvv.vv
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SUBJECT TO PRIVACY ACT OF 1974

REPORT 200 MASTER EMPLOYEE RECORD - THRIFT SAVINGS PLAN (Page 5 of 5)  
 DATA ELEMENTS

---

A.	Pay Block: Processing	s.	TSP: Govt Basic Contr YTD
B.	Employee Name (Last, First, MI, Gen)	t.	TSP: Govt Basic Amt Distr YTD (1,2,3)
C.	SSN		
D.	Retirement Plan	v.	TSP: Current Year Balance
E.	TSP: Employee Status Code	w.	Account Number
F.	TSP: Employee Status Date	x.	Account Number
G.	TSP: Vesting Period	2.	TSP: Govt Matching Contr YTD
H.	TSP: SCD	3.	TSP: Govt Match Contr Distr YTD (1,2,3)
I.	Salary: Scheduled	4.	Taxable Earnings: YTD
J.	Salary: Annual	5.	TSP: Loan Ded 1 YTD
K.	Gross Earnings: Normal	6.	TSP: Loan Ded 2 YTD
L.	TSP: Separation Code	7.	TSP: Eligibility Date
M.	TSP: Separation Date	8.	Empl Trnsfr In YTD TSP Ded Amt
N.	TSP: Elected Amount of Ded	*a.	Pay Period Number
O.	TSP: Elected Rate of Ded	*b	If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
P.	TSP: Elected Rate of Distr (3)		
U.	TSP: CY Ded Normal		
V.	TSP: Loan Ded Normal	*c	Facility Code
p.	TSP: Govt Match Amt G,F,C-Fund		
q.	TSP: Govt Matching Adj Tot		
r.	TSP: Govt Match Adj G,F,C-Fund		



## DATA ELEMENTS (cont'd)

- 
7. If Employee Hours < 80.00:  
     'PT' if Work Schedule = 'P'  
     'FURLGH' if Duty Status = 'F'  
     'NEW' if New Employee Indicator = 'Y'  
     'TERM' if Duty Status = 'Z'  
     'ERROR' if T & A: Status = 'E'  
     'IRREGU' if T & A: Status = 'G' and Tour From and To Hours = zero  
     If Employee Hours > 0:  
     'FF/LE' if Tour of Duty: Uncommon Hours not = 0  
     If Employee Hours > 80.00:  
     'ERROR' if T&A: Status = 'E'
8. Home Leave: Used Week 1, 2
- a. Hundred Employee Counts
- b. Hundred Total Hours for each Reported Hours category
- c. Pay Block Total Hours for each Reported Hours category
- d. Pay Block Employee Counts with T & A record
- e. Pay Block Employee Counts without T & A
- f. Center Total Hours for each Reported Hours category
- g. Center Employee Counts with T & A record
- h. Center Employee Counts without T & A record
- i. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- j. Facility Code
- l. T & A Rpt Oth Lv Hrs (\*) for Time Off Awards

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Reactivation Indicator not equal 3 or 2 (active for pay)
- Facility Code equals user designated facility code if entered

Employee Hours =

- |                                 |                                       |
|---------------------------------|---------------------------------------|
| Regular Hours: Week 1           | + * Excused Leave: Used Week 1        |
| Regular Hours: Week 2           | Excused Leave: Used Week 2            |
| + Annual Leave: Used Week 1     | + * Administrative Leave: Used Week 1 |
| Annual Leave: Used Week 2       | Administrative Leave: Used Week 2     |
| + Sick Leave: Used Week 1       | + * Jury Leave: Used Week 1           |
| Sick Leave: Used Week 2         | Jury Leave: Used Week 2               |
| + Comp Time: Week 1             | + * COP Leave: Used Week 1            |
| Comp Time: Week 2               | COP Leave: Used Week 2                |
| + LWOP: Used Week 1             | + * Comp Time: Relig Used Week 1      |
| LWOP: Used Week 2               | Comp Time: Relig Used Week 2          |
| + Suspension: Used Week 1       | + * Military Leave: Used Week 1       |
| Suspension: Used Week 2         | Military Leave: Used Week 2           |
| + AWOL: Used Week 1             | + * Home Leave: Used Week 1           |
| AWOL: Used Week 2               | Home Leave: Used Week 2               |
| + Holiday Leave: Used Week 1    | + * Credit Hours: Used Week 1         |
| Holiday Leave: Used Week 2      | Credit Hours: Used Week 2             |
| + Restored Leave: Used Week 1   | * T&A: Rpt Oth Lv Hrs (*)             |
| Restored Leave: Used Week 2     | If T&A: Other Leave Code = "T"        |
| + * Court Leave: Used Week 1    | * Up to 4 of these each week.         |
| Court Leave: Used Week 2        |                                       |
| + * Graduate Leave: Used Week 1 |                                       |
| Graduate Leave: Used Week 2     |                                       |



# REPORT 100

## T & A REPORTED HOURS

**(Report 2 of 2) PAYROLL**

PURPOSE:	To list employees who do not have the Time and Attendance records.
CONTENT:	Employees without T & A record.
SEQUENCE:	Selective by Center, Pay Block: Processing, Employee Name or Center, Pay Block: Processing, SSN. Page break by Center, Pay Block: Processing

```
SUBJECT TO PRIVACY ACT OF 1974
```

REPORT NO: 100 SEQUENCE BY:	<pre>NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME HHHHHHHHHHHHHHHHHHHHH T &amp; A REPORTED HOURS AS OF MM/DD/YY</pre>	PAGE: DATE: TIME:
--------------------------------	--	-------------------------

MISSING T & A CARDS FOR PAYBLOCK AA

SSN	FACILITY	ORGAN.	WEEK	SHIFT	T A DIST.	EMPLOYEE NAME
BBB-BB-BBBBB	I	CCCCC	D	E	F	GGG

```
SUBJECT TO PRIVACY ACT OF 1974
```

- |                                      |  |
|--------------------------------------|--|
| A. Pay Block: Processing             | G. Employee Name (Last, First, MI, Gen)  |
| B. SSN                               | H. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table |
| C. Organization: Assigned            | I. Facility Code   |
| D. '1' or '2' (literal, week 1 or 2) |  |
| E. Shift Worked Week 1, or 2         |  |
| F. T & A: Distribution Code          |  |

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equal to user designated center code
- T & A: Status = 'M' (Missing)
- Facility Code equals user designated facility code if entered



**REPORT 418      W2 FORM - WAGE & TAX STATEMENT      (Report 1 of 4)      PAYROLL**

**PURPOSE:** To provide employees with a wage and tax statement for filing with Federal, State, and Local taxing authorities.

**CONTENT:** Each employee with earnings run yearly.  
 Report produced for employees separated in the current pay period.  
 Report produced for all employees with YTD Gross or HIT or FICA Earnings or PCS travel earnings at Pay Year End.  
 Report produced for single SSN.

**SEQUENCE:** By

- 1) Center, Employee HIT/FICA Earnings (HIT only, FICA only, Both HIT and FICA), SSN, Entities. Installation Code, Facility Code, Duty Status, Organization Assigned, Name
- 2) Active/Inactive, Organization Assigned, Name
- 3) State Code, Name
- 4) Zip Code, SSN
- 5) T & A Distribution Code Name
- 6) Duty Status, Organization Assigned, SSN
- 7) Duty Status, Organization Assigned, Employee Number
- 8) Installation Code, Pay Block, SSN

**DATA ELEMENTS**

An Entity refers to one of the following: Current State, Current City, Current County, Former State 1, Former State 2, Former State 3, Former City 1, Former City 2, Former City 3, Former County 1, Former County 2, Former County 3.

- a. Control Number (A sequential number starting with 1)
- b. Installation: Fed Tax W2 ID
- c. Installation: Name, Installation: Address
- d. SSN
- e. Employee Name (First, MI, Last, Genealogical Suffix), Address: Mailing
1. Gross Earnings: YTD (minus the total Royalty payments received during the year) + PCS: Erngs Subj Fed Tax YTD - TSP: CY YTD
2. Federal Tax: YTD + PCS: Federal Tax Withheld YTD
3. FICA: Earnings YTD
4. FICA: YTD
5. HIT: Earnings YTD
6. HIT: YTD
9. EIC: YTD

## DATA ELEMENTS (cont'd)

- 13a. Box 13 has a maximum of 3 "D" codes.  
If an employee has more than 3 codes, an additional W2 is produced.  
A "D" code is produced if 1 of the following fields > 0:  
TSP: CY YTD, State Tax: TSP CY Ded YTD, City Tax: TSP CY Ded YTD,  
County Tax: TSP CY Ded YTD, State Tax: Former TSP YTD,  
City Tax: Former TSP YTD, County Tax: Former TSP YTD.
- 13b. A literal is produced to identify each "D" code.  
The literal is "FED" if TSP: CY YTD > 0  
or  
the literal is 1 of the following fields, whichever is not blank:  
State Tax: Code, Local Tax Entity: Code, State Tax: Former Code YTD,  
City Tax: Former Code YTD, County Tax: Former Code YTD.
- 13c. A "P" code is produced if PCS: Earnings Not Subject to Tax YTD > 0.
- 15c. 'X' If Retirement Plan = '1', '6', 'R', 'T', 'C', 'E', 'K', 'M', 'N'
- 15g. 'X' If TSP: CY YTD > 0
16. State = State Tax: Code or Former State Tax: Code  
Employer's State I.D. No = \*State Employer ID Table Lookup based on State
17. = State Tax: Erngs YTD + PCS: Erngs Subj State Tax YTD  
= State Tax: Former Earnings YTD + PCS: Frmr Earn Subj St Tax YTD
18. = State Tax: YTD + PCS: State Tax Withheld YTD  
= State Tax: Former W/H YTD + PCS: Frmr W/H Subj St Tax YTD
19. = City Name \*Tax Table Look Up Depending On City Tax: Code  
= Former City Name \*Tax Table Look Up Depending On City Tax: Former Code  
= County Name \*Tax Table Look Up Depending On County Tax: Code  
= Former County Name \*Tax Table Look Up Depending On County Tax: Former Code
20. = Local Tax Entity: YTD Earned(2) + PCS: Erngs Subj City Tax YTD  
= City Tax: Former Earnings YTD + PCS: Frmr Earn Subj City Tax YTD  
= Local Tax Entity: YTD Earned(1) + PCS: Erngs Subj County Tax YTD  
= County Tax: Former Earnings YTD + PCS: Frmr Earn Subj Cnty Tax YTD
21. = Local Tax Entity: YTD WH(2) + PCS: City Tax Withheld YTD  
= City Tax: Former W/H YTD + PCS: Frmr W/H Subj City Tax YTD  
= Local Tax Entity: YTD WH(1) + PCS: County Tax Withheld YTD  
= County Tax: Former W/H YTD + PCS: Frmr W/H Subj Cnty Tax YTD

## SELECTION CRITERIA

Note: Option To Run Either Bi-weekly Or End-Of-Year Includes employees with following criteria:

- Installation Code equal to user designated Center Code
- (1) Inactive Employees: Reactivation Indicator = 0  
Duty Status = 'Z'  
Termination Date >= Pay Cntl: Current PP Begin Date  
Gross Earnings: YTD not = 0  
HIT Earnings: YTD not = 0  
FICA Earnings: YTD not = 0
- (2) All Employees:  
Gross Earnings: YTD not = 0  
HIT Earnings: YTD not = 0  
FICA Earnings: YTD not = 0

A. Pay Block: Processing	E. Retirement Plan
B. SSN	F. Duty Status
C. Organization: Assigned	G. Message
D. Employee Name (first, Mi ,last)	H. Total Employee Counts

Include all employees with the following criteria:

- G - PAY - 115

**REPORT 418 W-2 FORM - WAGE & TAX STATEMENT (Report 3 of 4) PAYROLL**

PURPOSE: To provide W-2's Statistics.

CONTENT: W-2's Counts and Totals.

SEQUENCE: N/A

REPORT NO: 418  
SEQUENCE BY:NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAMEPAGE:  
DATE:  
TIME:W-2'S EDIT REPORT AND STATISTICS  
AS OF MM/DD/YY

-----

EMPLOYEES WITH HIT (MQFE) ONLY	=	A,AAA,AAA
EMPLOYEES WITH HIT (MQFE) AND FICA	=	F,FFF,FFF
EMPLOYEES ON FILE	=	D,DDD,DDD

-----

-----

EMPLOYEES WITH NO GROSS OR HIT OR FICA	=	E,EEE,EEE
TOTAL EMPLOYEE W-2 FORMS	=	C,CCC,CCC

-----

-----

TTL EMPLOYEE COMPENSATION (NOT DEF)	=	GGG,GGG,GGG.GG
TOTAL DEFERRED COMPENSATION	=	HHH,HHH,HHH.HH
FEDERAL TAX WITHHELD	=	III,III,III.II

-----

-----

TOTAL HOSP. INS. TAX WAGES	=	JJJ,JJJ,JJJ.JJ
TOTAL HOSP. INS. TAX DEDUCTED	=	KKK,KKK,KKK.KK

-----

-----

TOTAL FICA WAGES	=	LLL,LLL,LLL.LL
TOTAL FICA DEDUCTED	=	MMM,MMM,MMM.MM

-----

-----

TOTAL STATE TAX EARNINGS	=	NNN,NNN,NNN.NN
TOTAL STATE TAX DEDUCTION	=	OOO,OOO,OOO.OO

TOTAL COUNTY TAX EARNINGS	=	PPP,PPP,PPP.PP
TOTAL COUNTY TAX DEDUCTION	=	QQQ,QQQ,QQQ.QQ

TOTAL CITY TAX EARNINGS	=	RRR,RRR,RRR.RR
TOTAL CITY TAX DEDUCTION	=	SSS,SSS,SSS.SS

-----

TOTAL EARNED INCOME CREDIT	=	TTT,TTT,TTT.TT
----------------------------	---	----------------

-----

-----

TOTAL EMPLOYEE COMPENSATION		
INCLUDES NON-PAY SUBJ WH	=	UUU,UUU,UUU.UU
AND NON-PAY NOT SUBJ TO WH	=	VVV,VVV,VVV.VV

REPORT 418  
DATA ELEMENTS

## W2 FORM - WAGE &amp; TAX STATEMENT

Page 3 of 4

- 
- A. W-2 Form Counts if FICA: Earnings YTD = 0 and HIT: Earnings YTD > 0
  - C. Total W-2 Form Counts
  - D. Total Employee Counts
  - E. Employee Counts if Gross Earnings: YTD = 0 and HIT Earnings: YTD = 0 and FICA Earnings: YTD = 0
  - F. Employee Counts if FICA: Earnings YTD > 0 And HIT: Earnings YTD > 0
  - G. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD + PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
  - H. Total Of TSP: Cy YTD
  - I. Total Of (Federal Tax: YTD + PCS: Federal Tax Withheld YTD)
  - J. Total Of HIT: Earnings YTD
  - K. Total Of HIT: YTD
  - L. Total Of (FICA: Earnings YTD + PAY-FICA-YTD-EARN-PRIOR)
  - M. Total Of (FICA: YTD + PAY-FICA-YTD-DED-PRIOR)
  - N. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD + PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
  - O. Total Of (State Tax: YTD + PCS: State Tax Withheld YTD + State Tax: Former W/H YTD (1-3) + PCS: Frmr W/H Subj St Tax YTD (1-3))
  - P. Total Of (County Tax: Erngs YTD + County Tax: Former Earnings YTD (1-3) + PCS: Frmr Ern Subj Cnty Tax YTD (1-3))
  - Q. Total Of (County Tax: YTD + County Tax: Former W/H YTD (1-3) + PCS: Frmr W/H Subj Cnty Tax YTD (1-3))
  - R. Total Of (City Tax: Erngs YTD + City Tax: Former Earnings YTD (1-3) + PCS: Frmr Ern Subj City Tax YTD (1-3))
  - S. Total Of (City Tax: YTD + City Tax: Former W/H YTD (1-3) + PCS: Frmr W/H Subj City Tax YTD (1-3))
  - T. Total Of EIC: YTD
  - U. Total Of PCS: Erngs Subj Fed Tax YTD
  - V. Total Of PCS: Erngs Not Subj Tax YTD

**REPORT 418      W-2 FORM - WAGE & TAX STATEMENT      (Report 4 of 4)    PAYROLL**

**PURPOSE:**      To provide W-2's Statistics at an Agency Level for the  
Consolidated Payroll Office.

**CONTENT:**      W-2's Counts and Totals.

**SEQUENCE:**     N/A

REPORT NO: 418  
SEQUENCE BY:

NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAME

PAGE:  
DATE:  
TIME:

W-2'S EDIT REPORT AND STATISTICS  
AS OF MM/DD/YY

-----  
EMPLOYEES WITH HIT (MQFE) ONLY            =    a,aaa,aaa  
EMPLOYEES WITH HIT (MQFE) AND FICA       =    f,fff,fff  
EMPLOYEES ON FILE                            =    d,ddd,ddd  
-----

EMPLOYEES WITH NO GROSS OR HIT OR FICA   =    e,eee,eee  
TOTAL EMPLOYEE W-2 FORMS                 =    c,ccc,ccc  
-----

TTL EMPLOYEE COMPENSATION (NOT DEF)   =g,ggg,ggg,ggg.gg  
TOTAL DEFERRED COMPENSATION            =    hhh,hhh,hhh.hh  
FEDERAL TAX WITHHELD                     =    iii,iii,iii.ii  
-----

TOTAL HOSP. INS. TAX WAGES               =j,jjj,jjj,jjj.jj  
TOTAL HOSP. INS. TAX DEDUCTED           =    kkk,kkk,kkk.kk  
-----

TOTAL FICA WAGES                           =    lll,lll,lll.ll  
TOTAL FICA DEDUCTED                       =    mmm,mmm,mmm.mmm  
-----

TOTAL STATE TAX EARNINGS                =n,nnn,nnn,nnn.nn  
TOTAL STATE TAX DEDUCTION               =    ooo,ooo,ooo.oo  
-----

TOTAL COUNTY TAX EARNINGS               =    ppp,ppp,ppp.pp  
TOTAL COUNTY TAX DEDUCTION              =    qqq,qqq,qqq.qq  
-----

TOTAL CITY TAX EARNINGS                  =    rrr,rrr,rrr.rr  
TOTAL CITY TAX DEDUCTION                 =    sss,sss,sss.ss  
-----

TOTAL EARNED INCOME CREDIT             =    ttt,ttt,ttt.tt  
-----

TOTAL EMPLOYEE COMPENSATION  
INCLUDES NON-PAY SUBJ WH               =    uuu,uuu,uuu.uu  
AND NON-PAY NOT SUBJ TO WH              =    vvv,vvv,vvv.vv



REPORT 418  
DATA ELEMENTS

## W2 FORM - WAGE &amp; TAX STATEMENT

Page 4 of 4

- 
- a. W-2 Form Counts if FICA: Earnings YTD = 0 and HIT: Earnings YTD > 0
  - c. Total W-2 Form Counts
  - d. Total Employee Counts
  - e. Employee Counts if Gross Earnings: YTD = 0 and HIT Earnings: YTD = 0 and FICA Earnings: YTD = 0
  - f. Employee Counts if FICA: Earnings YTD > 0 And HIT: Earnings YTD > 0
  - g. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD + PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
  - h. Total Of TSP: Cy YTD
  - i. Total Of (Federal Tax: YTD + PCS: Federal Tax Withheld YTD)
  - j. Total Of HIT: Earnings YTD
  - k. Total Of HIT: YTD
  - l. Total Of (FICA: Earnings YTD + PAY-FICA-YTD-EARN-PRIOR)
  - m. Total Of (FICA: YTD + PAY-FICA-YTD-DED-PRIOR)
  - n. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD + PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
  - o. Total Of (State Tax: YTD + PCS: State Tax Withheld YTD + State Tax: Former W/H YTD (1-3) + PCS: Frmr W/H Subj St Tax YTD (1-3))
  - p. Total Of (County Tax: Erngs YTD + County Tax: Former Earnings YTD (1-3) + PCS: Frmr Ern Subj Cnty Tax YTD (1-3))
  - q. Total Of (County Tax: YTD + County Tax: Former W/H YTD (1-3) + PCS: Frmr W/H Subj Cnty Tax YTD (1-3))
  - r. Total Of (City Tax: Erngs YTD + City Tax: Former Earnings YTD (1-3) + PCS: Frmr Ern Subj City Tax YTD (1-3))
  - s. Total Of (City Tax: YTD + City Tax: Former W/H YTD (1-3) + PCS: Frmr W/H Subj City Tax YTD (1-3))
  - t. Total Of EIC: YTD
  - u. Total Of PCS: Erngs Subj Fed Tax YTD
  - v. Total Of PCS: Erngs Not Subj Tax YTD

**REPORT 305 FULL TIME EQUIVALENT (FTE) PAY STATUS/ZERO HOURS REPORT PAYROLL**

**PURPOSE:** To be used by the Human Resources Office to identify individuals needing to be put on official LWOP by issuing an SF 50.

**CONTENT:** All active employees who reported zero base hours this pay period

**SEQUENCE:** By Center, FTE Line Item, Organization: Assigned, and SSN.  
Page break by Center.

REPORT NO: 305 SEQUENCE BY:		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME FULL TIME EQUIVALENT (FTE) PAY STATUS/ZERO HOURS REPORT AS OF MM/DD/YY						PAGE: DATE: TIME:	
SSN	NAME	ORG.A	FTE	WK.SCH.	BASE HRS. O.T. HRS.	NCC OCC	PLAN GRADE	STEP POSTYPE	NE DTY STA
AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCC	DD	E	FFF.FF LLLL.LL	H NNNN	II OO	JJ P	K Q

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. Organization: Assigned
- D. FTE Line Item
- E. Work Schedule Code
- F. Base Hours: B/W =
- Regular Hours: B/W
- + Annual Leave: used B/W
- + Sick Leave: used B/W
- + Comp Time: used B/W
- + Holiday Leave: used B/W
- + Restored Leave: used B/W
- + Military Leave: Hours used B/W
- + Comp Time: Relig used B/W
- + Administrative Leave: used B/W
- + Excused Leave: used B/W
- + Cop Leave: Hours used B/W
- + Graduate Leave: used B/W
- + Jury Leave: used B/W
- + Court Leave: used B/W
- + Credit Hours: used B/W
- + Home Leave: Hours used B/W
- H. NASA Classification Code (first digit only)
- I. Pay Plan
- J. Step
- K. New Employee Indicator
- L. Overtime: Hours B/W + Overtime: Hours Adjustment

N. Occupational Code

O. Grade: Current

P. Position: Type

Q. Duty Status

**SELECTION CRITERIA:**

Include all employees with the following criteria:

- Installation code equal to user designated center code
- Duty Status not equal 'Z' or 'L'
- Work Schedule Code not equal 'I'
- Regular Hours: B/W <= 0
- Annual Leave: used B/W <= 0
- Sick Leave: used B/W <= 0
- Comp Time: used B/W <= 0
- Holiday Leave: used B/W <= 0
- Restored Leave: used B/W <= 0
- Military Leave: used B/W Hours <= 0
- Comp Time: Relig used B/W <= 0
- Administrative Leave: used B/W <= 0
- Excused Leave: used B/W <= 0
- Cop Leave: Hours used B/W <= 0
- Graduate Leave: used B/W <= 0
- Jury Leave: used B/W <= 0
- Court Leave: used B/W <= 0
- Credit Hours: used B/W <= 0
- Home Leave: Hours used B/W <= 0

A. SSN

B. Employee Name (Last, First, MI, Gen)

C. Organization: Assigned

D. FTE Line Item

E. Work Schedule Code

F. Base Hours: B/W =  
     Regular Hours:                      B/W  
     + Annual Leave:                    used B/W  
     + Sick Leave:                        used B/W  
     + Comp Time:                        used B/W  
     + Holiday Leave:                    used B/W  
     + Restored Leave:                  used B/W  
     + Military Leave: Hours used B/W  
     + Comp Time:   Relig used B/W  
     + Administrative Leave: used B/W  
     + Excused Leave:                  used B/W  
     + Cop Leave:   Hours used B/W  
     + Graduate Leave:                  used B/W  
     + Jury Leave:                        used B/W  
     + Court Leave:                        used B/W  
     + Credit Hours:                      used B/W  
     + Home Leave:   Hours used B/W

G. Nature of Action: Code

H. NASA Classification Code (first digit only)

I. Pay Plan

J. Step

K. New Employee Indicator

L. Overtime: Hours B/W                + Overtime: Hours Adjustment

M. Effective Date

N. Occupational Code

O. Grade: Current

P. Position: Type

Q. If Nature of Action: Code = blank:  
     'ERROR NO PER HISTORY FOR ABOVE EMPLOYEE' (literal, error message)

SELECTION CRITERIA:  
     Include all employees with the following criteria:  
     For RTD employees: (from PER-HISTORY file)

- Installation Code equal to user designated center code
- Pay Period Beginning Date <= Effective Date <= Pay Period Ending Date
- Nature of Action: Code = '292'

For NEW employees: (from PAY-MASTER file)

- Installation Code equal to user designated center code
- New Employee Indicator = 'Y'

**REPORT 307 FULL TIME EQUIVALENT (FTE) SEPARATIONS REPORT PAYROLL**

**PURPOSE:** To be used by the Human Resources Office to track and control the center's civil service staffing.

**CONTENT:** Employees who have separated this pay period.

**SEQUENCE:** By Center, FTE Line Item, SSN.

REPORT NO: 307 SEQUENCE BY:		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME FULL TIME EQUIVALENT (FTE) SEPARATIONS REPORT AS OF MM/DD/YY						PAGE: DATE: TIME:	
SSN	NAME	ORG.A	FTE	WK.SCH.	BASE HRS. O.T. HRS.	NOAC	NCC OCC	PLAN GRADE	STEP POSTYPE
----	----	----	---	-----	-----	-----	---	-----	-----
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	DD	E	FFF.FF LLLL.LL	GGGGG	H NNNNN	II OO	JJ P

SUBJECT TO PRIVACY ACT OF 1974

- |   |  |
|---|--|
| A. SSN                                  | G. Termination Code                                    |
| B. Employee Name (Last, First, MI, Gen) | H. NASA Classification Code (first digit only)         |
| C. Organization: Assigned               | I. Pay Plan  |
| D. FTE Line Item                        | J. Step  |
| E. Work Schedule Code                   | L. Overtime: Hours B/W<br>+ Overtime: Hours Adjustment |
| F. Base Hours: B/W =                    | N. Occupational Code                                   |
| Regular Hours: B/W                      | O. Grade: Current                                      |
| + Annual Leave: used B/W                | P. Position: Type                                      |
| + Sick Leave: used B/W                  | SELECTION CRITERIA:                                    |
| + Comp Time: used B/W                   | Includes all employees with the following              |
| + Holiday Leave: used B/W               | criteria:  |
| + Restored Leave: used B/W              | - Installation Code equal to user designated           |
| + Military Leave: Hours used B/W        | center code  |
| + Comp Time: Relig used B/W             | - Duty Status = 'Z'                                    |
| + Administrative Leave: used B/W        | - Reactivation Indicator = 0 (active for pay)          |
| + Excused Leave: used B/W               |  |
| + Cop Leave: Hours used B/W             |  |
| + Graduate Leave: used B/W              |  |
| + Jury Leave: used B/W                  |  |
| + Court Leave: used B/W                 |  |
| + Credit Hours: used B/W                |  |
| + Home Leave: Hours used B/W            |  |

**REPORT 500****NON-EFT TAPE LISTING****(Page 1 of 2) PAYROLL**

PURPOSE: To produce a listing from the non-EFT tape data.

CONTENT: Employee non-EFT net pay details and miscellaneous payments and installation level payments.

SEQUENCE: By Center.

EMPLOYEE NAME/ PERSONAL PAYMENTS		AMOUNT	ADDRESS LINE 1 PAYEE	ADDRESS LINE 2 ADDRESS LINE 3	ZIP	SSN
B	C	E	E	E	E	I
B	C	* PAY OFFICE CHECK *				I
B	A	* AWARD *				I
INSTALLATION-LEVEL PAYMENTS						
NEBA CONTRIBUTION	O	Q	Q	Q	Q	
UNION CONTRIBUTION	R	T	T	T	T	U
CFC CONTRIBUTION	V	X	X	X	X	Y
DISCRETIONARY ALLOTMENTS						
B	F	G	G	G	G	I
B	H	K	K	K	K	I
B	L	N	N	N	N	I
SEGMENT RECORD	a	Z	Z	Z	Z	Z
JOB RECORD	a	Z	Z	Z	Z	Z

SUBJECT TO PRIVACY ACT OF 1974

Report Continues on Next Page.

**REPORT 500 NON-EFT TAPE LISTING****(Page 2 of 2) PAYROLL**

**PURPOSE:** To produce a listing from the non-EFT tape data.  
**CONTENT:** Employee non-EFT net pay details and miscellaneous payments and installation level payments.  
**SEQUENCE:** By Center.

REPORT NO: NAB6111/R2299-02	TRANSMISSION TAPE STATISTICS ***** PAYROLL VERIFICATION INFO *****	PAGE: 1
EMPLOYEE NON-EFT NET PAY AS OF 06/26/90 -----		JULIAN DATE d
REGULAR		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
AWARDS		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
TOTAL		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
PERSONAL PAYMENTS OF EMPLOYEE AS OF 06/26/90 -----		JULIAN DATE d
CHILD SUPPORT		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
BANKRUPTCY		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
U. S. DEBT		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
COMMERCIAL GARNISHMENTS		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
TOTAL		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
INSTALLATION LEVEL PAYMENTS AS OF 06/26/90 -----		JULIAN DATE d
FED. TAX PAYMENTS		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
UNION DUES		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
NEBA		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
CFC CONTRIBUTIONS		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
TOTAL		
NUMBER OF CHECKS	b	
DOLLAR VALUE	c	
GRAND TOTAL		
NUMBER OF CHECKS	z	
DOLLAR VALUE	a	

REPORT 500  
DATA ELEMENTS

## NON-EFT TAPE LISTING

---

**If Net Pay: Disposition Code = 0 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B') and Office Check = Blank**

- B. Employee Name (First, Last, MI, Gen)
- C. Net Earnings: B/W + Award: Net Earnings
- E. Address: Check Mailing
- I. SSN

**If Net Pay: Disposition Code = 0 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B') and Office Check not = Blank**

- B. Employee Name (Last, First, MI, Gen)
- C. Net Earnings: B/W + Award: Net Earnings
- I. SSN

**If Award: Amount not = 0 and Award: Local Check = 'Y'**

- A. Award: Net Earnings
- B. Employee Name (Last, First, MI, Gen)
- I. SSN

**For all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date**

- A. Award Net Amount
- B. Award Recipient Name (Last, First, MI, Gen)
- I. Award Recipient SSN

**If Child Support: B/W not = 0**

- B. Employee Name (Last, First, MI, Gen)
- D. Child Support: Payee Name
- F. Child Support: B/W
- G. Child Support: Acy Addr
- I. SSN

**If Bankruptcy: B/W not = 0**

- B. Employee Name (Last, First, MI, Gen)
- H. Bankruptcy: B/W
- J. Bankruptcy: Agency Name
- K. Bankruptcy: Agency Addr
- I. SSN

**If Indebtedness Due U.S.: B/W not = 0**

- B. Employee Name (Last, First, MI, Gen)
- L. Indebtedness Due U.S.: B/W
- M. Indebtedness Due U.S.: Acy Name
- N. Indebtedness Due U.S.: Acy Addr
- I. SSN

**If Empl Grnsh Crnt Ded Amt not = 0**

- B. Employee Name (Last, First, MI, Gen)
- L. Empl Grnsh Crnt Ded Amt
- M. Empl Grnsh Crdtr Name
- N. Empl Grnsh Crdtr Addr
- I. SSN

**If total of NEBA: Total B/W not = 0 in that NEBA Chapter**

- O. Total of (NEBA: Total B/W)
- P. Installation: NEBA Name
- Q. Installation: NEBA Check Addr

**If Union Code not = 0 and Total of Union Dues: B/W not = 0 in that Union**

- R. Total of Union Dues: B/W in that Union
- S. Union: Name
- T. Union: Addr
- U. Union: Local Num

**If CFC: Agency Code not = Blank and Total of CFC: B/W not = 0 in that CFC**

- V. Total of CFC: B/W in that CFC
  - W. CFC: Name
  - X. CFC: Addr
  - Y. CFC: Chapter
- Z. Counts of Checks
- a. Total of (C + A + F + H + L + O + R + V)
  - b. Counts of checks in each category
  - c. Total of Amts in each category
  - d. Pay Cntl: Current PP Ending Date (Julian Format)

**SELECTION CRITERIA**

- Installation Code equals user designated center code



**REPORT 5101B    EDIT UPDATE - T & A PROCESSING FOR PAY BLOCK    PAYROLL**

**PURPOSE:** To provide a T & A Processing Report showing Errors/Messages.

**CONTENT:** Selective Records from IMFH File.

**SEQUENCE:** Center, Pay Block: Processing, SSN.  
Page breaks by Pay Block and Center.  
Totals by Pay Block and/or Hundreds

REPORT NO: NAB5101B	SUBJECT TO PRIVACY ACT OF 1974		PAGE:										
SEQUENCED BY:	NASA PAYROLL AND PERSONNEL SYSTEM	DATE:											
	INSTALLATION NAME	TIME:											
11111111111111111111													
EDIT UPDATE													
T & A PROCESSING FOR PAY BLOCK C													
AS OF 89/09/23													
AAAAA m iiiiijjkkk													
AAAAA m iiiiijjkkk													
AAAAA m iiiiijjkkk													
PAY BLOCK C    TAR    D    -    EMPLOYEE    E    THRU    F													
REG	G	OT	H	NITE	I	CT RN	J	CRLV RN	K	REL RN	L	HOL WKD	M
AL	N	ST	O	CRLV	P	ADM LV	Q	HAZARD	R	SUNDAY	S	CT TK	T
CRLTK	U	RLTK	V	HLLV	W	EXC LV	X	COP LV	Y	RSR LV	Z	LWOP	b
AWOL	c	SUSP	d	HMLV	e	JRY LV	f	GRAD LV	g	MIL LV	h	TOA LV	n
*** END OF REPORT 4 ***													
SUBJECT TO PRIVACY ACT OF 1974													

REPORT 5101B EDIT UPDATE - T & A PROCESSING FOR PAY BLOCK  
DATA ELEMENTS

---

- A. IMFH Transactions (Up to 9 lines)
- B. IMFH Messages (Up to 20 lines)
- C. Pay Block: Processing
- D. Hundredth Number
- E. SSN of first employee of the Hundred
- F. SSN of last Employee of the Hundred

NOTE: Following Totals are for every hundred employees and/or Pay Block

- G. Total of Regular Hours: B/W
- H. Total of Overtime: Hours B/W
- I. Total of Night Differential: Hours B/W
- J. Total of Comp Time: Earned B/W
- K. Total of Credit Hours: Earned B/W
- L. Total of CompTime: Relig Earned B/W
- M. Total of Holiday Hours: B/W
- N. Total of Annual Leave: Used B/W
- O. Total of Sick Leave: Used B/W
- P. Total of Court Leave: Used B/W
- Q. Total of Administrative Leave: Used B/W
- R. Total of Hazardous Hours: B/W
- S. Total of Sunday Diff: Hours B/W
- T. Total of TAR-CT-TKN
- U. Total of Credit Hours: Used B/W
- V. Total of Comp Time: Relig Used B/W
- W. Total of Holiday Leave: Used B/W
- Y. Total of Excused Leave: Used B/W

- Z. Total of Restored Leave: Used B/W
- b. Total of LWOP: Used B/W
- c. Total of AWOL: Used B/W
- d. Total of Suspension: Used B/W
- e. Total of Home Leave: Hours B/W
- f. Total of Jury Leave: Used B/W
- g. Total of Graduate Leave: Used B/W
- h. Total of Military Leave: Used B/W Hours
- i. Template Name
- j. Date
- k. Time
- l. If user designates a Facility Code, the Facility Name will be derived from the Facility Table
- m. Facility Code
- n. Hours Reported Hundred Total Time Off Quantity

SELECTION CRITERIA:

Includes all employees with edit/error messages for the following criteria

- Installation code equals user designated center code
- Template ID does not equal 'TAEDIT' OR 'TABATCH'
- Facility Code equals user designated facility code if entered

**REPORT 505      GAINS AND LOSSES TO NORMALS FROM PAY BLOCK      PAYROLL  
MIGRATION**

**PURPOSE:** To report the changes in the 80-hour normals for each Pay Block from the previous pay period to the new pay period that resulted from Pay Block reassignment.

**CONTENT:** This stand-alone batch module (run before Pay Block Change - NAB6170) writes report R6071 which lists by Pay Block:

1. Gains - The new normals of each employee moving into the pay block.
2. Losses - The new normals of each employee moving out of the pay block.
3. Prior New Normals Totals - The sum of the new normals before gains & losses.
4. Net Change - Gains-Losses
5. New Normals Totals - The sum of the new normals after gains and losses.

**SEQUENCE:** By Center.

SUBJECT TO PRIVACY ACT OF 1974									
NASA PAYROLL AND PERSONNEL SYSTEM									
INSTALLATION NAME									
GAINS AND LOSSES TO NORMALS FROM PAYBLOCK MIGRATION									
PAYBLOCK a									
GROSS NET ADV	CSRS PA/ADJ ALLOT GARNISH	HIT FICA BANKR	FED TX STATE TX MD	CITY TX CTY TX COLA	LIFE BOND INDEBT US	FEHB FERS CH SUPP	TSP LOAN NEBA	UNION CFC CIV/CRD	
f	g			A					
B	C	D	E	F	G	H	I	J	
K	d	M	N	O	P	Q	R	S	
c	T	U	V	W	X	Y	Z	b	
	e								

SUBJECT TO PRIVACY ACT OF 1974

- |                                       |  |
|---------------------------------------|--|
| A. Subtotal: (refer to Content above) | S. CFC: Normal                                 |
| Gains, Losses, Prior New Normals,     | T. Voluntary Allot: Normal                     |
| Net Change, New Normals               | U. SB Bankruptcy: Normal                       |
| B. Gross Earnings: Normal             | V. CSRS: MIL Dep Normal + FERS: MIL Dep Normal |
| C. CSRS: Normal                       | W. Cola: Normal                                |
| D. HIT: Normal                        | X. Indebtedness Due U.S.: Normal               |
| E. Federal Tax: Normal                | Y. Child Support: Normal                       |
| F. City Tax: Normal                   | Z. NEBA: Normal                                |
| G. FEGLI: Normal                      | a. Pay Block: Processing                       |
| H. FEHB: Normal                       | b. Civil Service Credit: Normal                |
| I. TSP: CY Ded Normal                 | c. Empl Norm Adv Pay Ded Amt                   |
| J. Union Dues: Normal                 | d. Foreign Diff: Normal + Retention Allowance: |
| K. Net Earnings: Normal               | Normal + Supervisory Diff: Normal + Empl Norm  |
| M. FICA: Normal                       | Admn Uctrd OT Amt + Empl Norm Staff Diff Amt   |
| N. State Tax: Normal                  | + Empl Norm Local Pay Amt + Availability       |
| O. County Tax: Normal                 | Pay:Norm New                                   |
| P. Bond: Normal                       | e. Empl Norm Grnsh Ded Amt                     |
| Q. FERS: Normal                       | f. SSN   |
| R. TSP: Loan Ded Normal               | g. Name (Last, First, MI)                      |

**REPORT 506 TRANSMISSION TAPE LISTING (Page 1 of 2) PAYROLL**

PURPOSE: To produce a listing from the EFT tape data.  
 CONTENT: Employee EFT payments for net pay and allotments.  
 SEQUENCE: By Center, Routing Number, SSN.

REPORT NO: 6090	SUBJECT TO PRIVACY ACT OF 1974 NASA PAYROLL AND PERSONNEL SYSTEM INSTALLATION NAME				PAGE: DATE: TIME:
ELECTRONIC FUND TRANSFERS AS OF: 06/26/89					
JULIAN DATE:					
SOC SEC NO	AMOUNT	EMPLOYEE NAME	ROUTING #	ACCOUNT NO	PAYMENT TYPE
AAAAAAAA	B	CCCCCCCCCCCCCCCC	D	E	F
				**** INST ALLOT DOLLARS	G
				**** INST NET DOLLARS	I
				EMPL ALLOT COUNT	H
				EMPL NET COUNT	J
AAAAAAAA	B	CCCCCCCCCCCCCCCC	D	E	F
AAAAAAAA	B	CCCCCCCCCCCCCCCC	D	E	F
AAAAAAAA	B	CCCCCCCCCCCCCCCC	D	E	F
AAAAAAAA	B	CCCCCCCCCCCCCCCC	D	E	F
				**** INST ALLOT DOLLARS	G
				**** INST NET DOLLARS	I
				EMPL ALLOT COUNT	H
				EMPL NET COUNT	J

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN  
 B. If Net Pay: Disposition Code = 2 and Net Earnings: B/W > 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B'):

Net Earnings: B/W + Award: Net Earnings

If Voluntary Allot: B/W > 0 and Voluntary Allot: Acct Type = ' ': Voluntary Allot: Req'st Amt (1:2)

If TSP: Loan Ded(1:2) B/W > 0: TSP: Loan Ded (1:2) B/W

- C. If Net Pay: Disposition Code = 2 and Net Earnings: B/W > 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B'):

Name: First + MI + Last + Suffix

If Voluntary Allot: B/W > 0 and Voluntary Allot: Acct Type = ' ': Voluntary Allot: Req'st Amt (1:2)

If TSP: Loan Ded(1:2) B/W > 0: "NATIONAL FINANCE CENTER"

- D. If Net Pay: Disposition Code = 2 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0  
(if Award: Local Check = 'B'):

Financial Inst Routing Nbr

If Voluntary Allot: B/W > 0 and Voluntary Allot: Acct Type = ' ': Financial Inst Routing Nbr  
(Vol Allot 1:2)

If TSP: Loan Ded(1:2) B/W > 0: Financial Inst Routing Nbr(TSP 1:2)

- E. If Net Pay: Disposition Code = 2: Account Number + Account Type or SSN

If Voluntary Allot: B/W > 0 and Voluntary Allot: Acct Type = ' ': Account Number (Vol Allot  
1:2)

If TSP: Loan Ded(1:2) B/W > 0: Account Number (MER-TSP)

- F. If Net Pay: Disposition Code = 2 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0  
(if Award: Local Check = 'B'): "S"

If Voluntary Allot: B/W > 0 and Voluntary Allot: Acct Type = ' ': "A"

If TSP: Loan Ded(1:2) B/W > 0: "A"

- G. Total of B where F = "A"

- H. Count of Entries where F = "A"

- I. Total of B where F = "S"

- J. Count of Entries where F = "S"

**REPORT 506****TRANSMISSION TAPE LISTING****(Page 2 of 2) PAYROLL**

**PURPOSE:** To produce a listing from the EFT tape data.  
**CONTENT:** Employee EFT payments for net pay and allotments.  
**SEQUENCE:** By Center, Routing Number, SSN.

REPORT NO: 6090	NASA PAYROLL AND PERSONNEL SYSTEM INSTALLATION NAME				PAGE:
	ELECTRONIC FUND TRANSFERS AS OF: 06/26/89				DATE:
DATE:					TIME:
					JULIAN
SOC SEC NO	AMOUNT	EMPLOYEE NAME	ROUTING #	ACCOUNT NO	PAYMENT TYPE
TRANSMISSION TAPE STATISTICS					
***** PAYROLL VERIFICATION INFO *****					
NUMBER OF CHECKS				K	
NUMBER OF PAYMENTS				L	
DOLLAR VALUE				M	
*****					
***** PAYROLL READ BACK INFO *****					
NUMBER OF PAYMENTS				N	
DOLLAR VALUE				O	
TOTAL RECORDS ON TRAILER				P	
TOTAL RECORDS ON TAPE				Q	
*****					
ALL READ BACK VALUES BALANCE					

Note: A - J are on previous page

- K. Count of Unique D
- L. Total (I + J)
- M. Total B
- N. Total Records on Tape
- O. Total B
- P. Trailer Record Count of Data Records
- Q. Total Records Including Header & Trailer



**REPORT 506****EFT TAPE LISTING****PAYROLL**

**PURPOSE:** To produce a summary from the savings bond tape data.  
**CONTENT:** Summary of bond purchases this pay period.  
**SEQUENCE:** By Center, Bond Denomination.

REPORT NO: NAB6121/R2299-07

NASA PAYROLL AND PERSONNEL SYSTEM  
INSTALLATION NAME

07/31/89

BONDS ISSUE TAPE  
AS OF 06/26/89 JULIAN DATE 89177

PAGE: 2

## \*\*\*\*\* PAYROLL VERIFICATION INFO \*\*\*\*\*

BOND VALUE	COUNT
-----	-----
J	K
J	K
J	K
J	K
J	K

TOTAL BOND COUNT 1

\*\*\* END OF REPORT \*\*\*

J. Bond: Denominations  
K. Count of Records by Bond: Status



**REPORT 507      FEDERAL RETIREMENT THRIFT SAVINGS PLAN      PAYROLL**  
**CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL**  
**VOUCHER**

**PURPOSE:** To produce TSP transfer of funds and journal voucher form.

**CONTENT:** For Current Center:  
 (TSP: Cy Ded Distr B/W, TSP: Py Ded Distr B/W, TSP: Govt Basic Amt Distr B/W, TSP: Govt Matching Distr B/W, TSP: Cy Ded Adj, TSP: Py Ded Amt, TSP: Govt Basic Adj Total, and TSP: Govt Matching Adj Tot not equal 0 and MER-TSP-SEP-FLAG equal 1) or (MER-TST-EMP-PMT and MET-TSP-PY-LAST-PMT not equal 0)

**SEQUENCE:** N/A

**DATA ELEMENTS**

- |   |   |
|---|---|
| A. Installation: Name, Address, City, State, Zip  | V. TSP: GOVT MATCH AMT G-FUND + TSP: GOVT MATCH LATE G-FUND |
| B. PAYROLL-OFFICE-NO  | W. TSP: GOVT MATCH AMT F-FUND + TSP: GOVT MATCH LATE F-FUND |
| C. Last 2 digits of year in PAY CNTL: TSP EFFECTIVE DATE - TSP Tape Sequence Number (YY-TTTT) | X. TSP: GOVT MATCH AMT C-FUND + TSP: GOVT MATCH LATE C-FUND |
| D. PAY CNTL: CURRENT PP BEGIN DATE  | Y. V + W + X  |
| E. PAY CNTL: CURRENT PP ENDING DATE   | Z. N + R + V  |
| F. PAY CNTL: CURRENT PP ENDING DATE + 10 Days   | a. O + S + W  |
| G. Count of Employee Data Records if Record Code = '01'                                       | b. P + T + X  |
| H. Count of Current Payment Records if Record Code = '11'                                     | c. Q + U + Y  |
| I. Current Date   | d. TSP: EMP ADJ G-FUND                                      |
| J. Count of Late Payment, Re-Submission Records if Record Code = '41'                         | e. TSP: EMP ADJ F-FUND                                      |
| K. Count of Negative Adjustment Records if Record Code = '21'                                 | f. TSP: EMP ADJ C-FUND                                      |
| L. G + H + J + K  | g. d + e + f  |
| M. Hard Coded 80F3875   | h. TSP: GOVT BASIC ADJ G-FUND                               |
| N. TSP: EMP DIST G-FUND + TSP: EMP LATE G-FUND  | i. TSP: GOVT BASIC ADJ F-FUND                               |
| O. TSP: EMP DIST F-FUND + TSP: EMP LATE F-FUND  | j. TSP: GOVT BASIC ADJ C-FUND                               |
| P. TSP: EMP DIST C-FUND + TSP: EMP LATE C-FUND  | k. h + i + j  |
| Q. N + O + P  | l. TSP: GOVT MATCH ADJ G-FUND                               |
| R. TSP: GOVT BASIC AMT G-FUND + TSP: GOVT BASIC LATE G-FUND                                   | m. TSP: GOVT MATCH ADJ F-FUND                               |
| S. TSP: GOVT BASIC AMT F-FUND + TSP: GOVT BASIC LATE F-FUND                                   | n. TSP: GOVT MATCH ADJ C-FUND                               |
| T. TSP: GOVT BASIC AMT C-FUND + TSP: GOVT BASIC LATE C-FUND                                   | o. l + m + n  |
| U. R + S + T  | p. d + h + l  |
|   | q. e + i + m  |
|   | r. f + j + n  |
|   | s. g + k + o  |
|   | t. c + s  |
|   | u. INSTALL-TSP-CONTACT-NAME                                 |
|   | v. INSTALL-TSP-CONTACT-PHONE                                |
|   | BOX 2. The letter 'Y' in the Yes Box                        |
|   | BOX 7. The letter 'N' in the No Box                         |
|   | BOX 13. The letter 'T' in the Magnetic Tape Box             |

**SELECTION CRITERIA**

Includes all employees with the following criteria:

- Installation Code equal to user designated center code

**REPORT 3005 LWOP T&A GENERATE**

PAYROLL

**PURPOSE:** Display employees NPPS generated LWOP T&A hours.  
**CONTENT:** Employees who have hours generated by NPPS for LWOP.  
**SEQUENCE:** For Center, SSN  
 Separate report for each Center  
 Totals by Center  
 Page break by Center

REPORT NO: 3005		LWOP T&A GENERATE INSTALLATION NAME		DATE:
SSN 123456789 AAAAAAAA	PAY BLOCK 01 BB	LWOP 40.00 CC.CC		
CENTER: DDDD	TOTAL GENERATED	EEEE		

- A. SSN
- B. Pay Block
- C. Hours Generated
- D. Center Number
- E. Total T&A Cards Generated by NPPS

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

Duty Status equals 'L' and Pay Status Reaction Flag Less than 2

**OR** Pay Term Reason Code equals '312'

**AND** Pay Limit Dollar is Greater than 0.0

**AND** Pay Limit Bal is LESS than Pay Limit Dollar

**OR** Pay Term Reason Code equals '330'

**AND** Pay Limit Dollar is Greater than 0.0

**AND** Pay Limit Bal is LESS than Pay Limit Dollar

**OR** Pay Term Reason Code equals '356'

**AND** Pay Limit Dollar is Greater than 0.0

**AND** Pay Limit Bal is LESS than Pay Limit Dollar

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. Total Number of Payroll Employees Deleted

- Installation code equals user designated center code
- Duty Status = 'Z'
- Employee Indicator not equal ' ' or Employee Delete Flag = 'Y'

**REPORT 6020      MILITARY LEAVE FISCAL YEAR END REPORT      PAYROLL**

**PURPOSE:** To produce a listing of all employees who have used Military Leave or have a Military Leave balance. This report will show the values of the Military leave fields before and after the Leave Year End process.

**CONTENT:** All employees and their YTD Military Leave Hours.

**SEQUENCE:** By Center Code, Pay Block: Processing, SSN.  
Totals by Center.

REPORT NO: 6020		SUBJECT TO PRIVACY ACT OF 1974		NASA PAYROLL AND PERSONNEL SYSTEM		PAGE:		
SEQUENCED BY:		INSTALLATION NAME				DATE:		
		MILITARY LEAVE FISCAL YEAR END REPORT				TIME:		
		AS OF: 02/13/90						
PB	SSN	NAME	OLD USED	OLD CARRY	OLD BAL	NEW USED	NEW CARRY	NEW BAL
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I
PAYBLOCK TOTAL AA			Q	R	S	T	U	V
NUMBER OF EMPLOYEES:		J						
TOTAL OLD USED DAYS:		K						
TOTAL OLD CARRYOVER:		L						
TOTAL OLD BALANCE:		M						
TOTAL NEW USED DAYS:		N						
TOTAL NEW CARRYOVER:		O						
TOTAL NEW BALANCE:		P						
*** END OF REPORT ***								
SUBJECT TO PRIVACY ACT OF 1974								

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. MIL-LV-DAYS-USED-FYTD (Before Update)
- E. MIL-LV-DAYS-PYCO (Before Update)
- F. MIL-LV-BAL-DAYS-FYTD (Before Update)
- G. MIL-LV-DAYS-USED-FYTD (After Update)
- H. IF 0 < F < 16: F  
IF F < 0: Zero  
IF F > 15: 15
- I. MIL-LV-BAL-DAYS-FYTD (H + 15)
- J. Total count of employees on report
- K. Total of D
- L. Total of E
- M. Total of F
- N. Total of G

- O. Total of H
- P. Total of I
- Q. Payblock Total of D
- R. Payblock Total of E
- S. Payblock Total of F
- T. Payblock Total of G
- U. Payblock Total of H
- V. Payblock Total of I

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty status not equal 'Z'
- Military Leave: Bal Days FYTD or  
Military Leave: Used Days FYTD ne zero

**REPORT 6030 LEAVE YEAR END UPDATE REPORT PAYROLL**

**PURPOSE:** To produce a listing of employees and the year-end changes made to leave related fields. (i. e., zeroes out leave-related fields; cuts annual leave in excess of ceiling; cuts ceiling in excess of the maximum; zeroes out any restored leave if the expiration date has been exceeded.)

**CONTENT:** All employees on Pay Master File.

**SEQUENCE:** By Center Code, Pay Block: Processing, SSN.  
Totals by Center.

REPORT NO: 6030		SUBJECT TO PRIVACY ACT OF 1974		NASA PAYROLL AND PERSONNEL SYSTEM		PAGE:				
SEQUENCED BY:		INSTALLATION NAME				DATE:				
		LEAVE YEAR END UPDATE				TIME:				
		AS OF: 02/13/90								
PAY BLOCK	SSN	ORGAN	EMPLOYEE-NAME	** LEAVE CEILING	ANNUAL LEAVE BALANCE	LEAVE AMOUNT LEAVE CUT	** CEILING CUT TO	** RESTORED LEAVE LOST ** L CAT CHG	EXP/DATE	HOURS
A	BBB-BB-BBBB	C	DDDDDDDDDDDDDDDDDDDD	E	F	G	H	I	J	K
A	BBB-BB-BBBB	C	DDDDDDDDDDDDDDDDDDDD	E	F	G	H	I	J	K
A	BBB-BB-BBBB	C	DDDDDDDDDDDDDDDDDDDD	E	F	G	H	I	J	K
A	BBB-BB-BBBB	C	DDDDDDDDDDDDDDDDDDDD	E	F	G	H	I	J	K
A	BBB-BB-BBBB	C	DDDDDDDDDDDDDDDDDDDD	E	F	G	H	I	J	K
A	BBB-BB-BBBB	C	DDDDDDDDDDDDDDDDDDDD	E	F	G	H	I	J	K
A	BBB-BB-BBBB	C	DDDDDDDDDDDDDDDDDDDD	E	F	G	H	I	J	K
A	BBB-BB-BBBB	C	DDDDDDDDDDDDDDDDDDDD	E	F	G	H	I	J	K
PAYBLOCK AA TOTALS						O	P			Q
TOTAL ANNUAL LEAVE LOST								M	HOURS	
TOTAL RESTORED LEAVE LOST								N	HOURS	

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing  
 B. SSN  
 C. Organization: Assigned  
 D. Employee Name (Last, First, MI, Gen)  
 E. Annual Leave: Ceiling  
 F. Annual Leave: Earned Balance  
 G. Leave Cut Amount:  
   If PayPlan = 'ES' and Annual Leave: SES Chg This Year = 'Y'  
     = Greatest of: F - Annual Leave: SES First Year - E  
     or F - E (if E > 720)  
     or F - 720 (if E < 720) (if > 0)  
  
   If PayPlan = 'ES' and Annual Leave: SES Chg This Year ne 'Y'  
     = F - E (if E > 720)  
     or F - 720 (if E < 720) (if > 0)  
  
   If PayPlan = 'EX' and Annual Leave: SES Chg This Year = 'Y'  
     = F - Annual Leave: SES First Year - E (if > 0)  
  
   If PayPlan ne 'ES' or 'EX' = F - E (if > 0)

## H. Ceiling Cut To Amount:

If (PayPlan not ='ES' and Annual Leave: SES Chg This Year not = 'Y') and E > 240 and F < 240: Annual Leave: Earned Balance

If PayPlan = 'ES' and Annual Leave: SES Chg This Year ne 'Y' and F < E and E > 720 = greater of 720 and F

## I. If Current Year = Annual Leave Change Year: Annual Leave: Change Date

## J. If K &gt; 0 and Pay Period Ending Date &gt; Restored Leave: Expire Date: Restored Leave: Expire Date

## K. If Total of (Restored Leave: Hours Type A (1-3) +

Restored Leave: Hours Type B (1-3) +

Restored Leave: Hours Type C (1-3) -

Restored Leave: Used Cum (1-3) +

Restored Donated Leave: Hours Type A (1-3) +

Restored Donated Leave: Hours Type B (1-3) +

Restored Donated Leave: Hours Type C (1-3) -

Restored Donated Leave: Returned) > 0

and Pay Period Ending Date > Restored Leave: Expire Date:

Total of (Restored Leave:Hours Type A (1-3) +

Restored Leave:Hours Type B (1-3) +

Restored Leave:Hours Type C (1-3) -

Restored Leave:Used Cum (1-3) +

Restored Donated Leave: Hours Type A (1-3) +

Restored Donated Leave: Hours Type B (1-3) +

Restored Donated Leave: Hours Type C (1-3) -

Restored Donated Leave: Returned)

## L. Current Year - 1

## M. Total of G

## N. Total of K

## O. Payblock Total of F

## P. Payblock Total of G

## Q. Payblock Total of Q

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z'

**REPORT 6034      LEAVE YEAR END AL PROJECTION PROCESSING      PAYROLL**

**PURPOSE:**      Display number of records with Projected Annual Leave updated

**CONTENT:**      Number of records with Projected Annual Leave updated.

**SEQUENCE:**      By Center  
                      Separate report for each Center  
                      Totals by Center  
                      Page break by Center

REPORT NO:    6034	T & A PROCESSING LEAVE YEAR END AL PROJECTION PRE-PROCESSING INSTALLATION NAME	DATE:
<p>AAAAAAA RECORDS HAD PAY-AL-PROJECTION UPDATED ON BB/BB/BB</p>		
<p>SUBJECT TO PRIVACY ACT OF 1974          WHEN NOT UNDER THE CONTINUING CONTROL AND SUPERVISION OF          A PERSON AUTHORIZED ACCESS TO THIS MATERIAL IT MUST BE,          AT A MINIMUM, MAINTAINED UNDER LOCKED CONDITIONS</p>		

- A. Number of Employees Updated
- B. Date Updated

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

If (Pay-head-of-agency **NE** 'Y' or Pay-worksch **NE** 'I' or MER-leave-entitlement **EQ** ' ' )  
**AND** Pay-disallow-adv-lv **NE** 'Y'  
**AND** ctl-cur-pp-first is greater than mer-donlv-cancel-date  
 then the employees leave will be updated.





SUBJECT TO PRIVACY ACT OF 1974

- G - PAY - 143

**REPORT 5101      EDIT UPDATE - CONTROL PROCESSING      (Report 3 of 4) PAYROLL**

**PURPOSE:** To produce a listing of IMFH Processing Errors/Messages.

CONTENT: Selective Records from IMFH File.

SEQUENCE: By Center.

REPORT NO: NAB5101  
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974  
NASA PAYROLL AND PERSONNEL SYSTEM  
INSTALLATION NAME

PAGE:  
DATE:  
TIME:

EDIT UPDATE - CONTROL PROCESSING  
AS OF 89/09/23

[illegible][illegible][illegible][illegible]

\*\*\* END OF REPORT 3 \*\*\*

SUBJECT TO PRIVACY ACT OF 1974

- A. IMFH Transactions (Up to 8 lines)
- B. IMFH Messages (Up to 20 lines)

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Template ID begins with 'C'

**REPORT 5101      EDIT UPDATE - CONTROL PROCESSING      (Report 4 of 4) PAYROLL**  
**PURPOSE:**      To produce a listing of IMFH Processing Errors/Messages.  
**CONTENT:**      Selective Records from IMFH File.  
**SEQUENCE:**      By Center.

REPORT NO:    NAB5101  
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974  
NASA PAYROLL AND PERSONNEL SYSTEM  
INSTALLATION NAME

PAGE:  
DATE:  
TIME:

EDIT UPDATE - OTHER PROCESSING  
AS OF 89/09/23

AA  
AA  
AA  
AA  
BB  
BB  
BB

AA  
AA  
AA  
AA  
BB  
BB  
BB

AA  
AA  
AA  
AA  
BB  
BB  
BB

AA  
AA  
AA  
BB  
BB

\*\*\*    END OF REPORT 4    \*\*\*

SUBJECT TO PRIVACY ACT OF 1974

- A. IMFH Transactions (Up to 8 lines)
- B. IMFH Messages (Up to 20 lines)

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Template ID does not begin with 'M', 'T' or 'C'

**REPORT 5010 ADMINISTRATION TRANSACTION REPORT**

PAYROLL

**PURPOSE:** To list all informative and error messages in IMFH File that are generated daily for administration transactions.

**CONTENT:** Transactions in IMFH file.

**SEQUENCE:** By IMFH Template ID, IMFH Date, IMFH Time.

REPORT NO: NAB5010		NASA PAYROLL AND PERSONNEL SYSTEM		PAGE:
SEQUENCED BY:		INSTALLATION NAME		DATE:
		AA TRANSACTION REPORT		TIME:
		AS OF 89/09/23		
TEMPLATE ID	ACTION ENTRY CLERK	ACTION ENTRY DATE	ACTION ENTRY TIME	TRANSACTION INFORMATION
A	B	C	D	E E E F F F
A	B	C	D	E E F F F F
A	B	C	D	E F

- A. IMFH Template ID
- B. IMFH Clerk ID
- C. IMFH Date
- D. IMFH Time
- E. IMFH Transactions (Up to 50)
- F. IMFH Messages (Up to 50)

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation code equals user designated center code
- IMFH Template ID does not begin with 'Mature'

**REPORT 420****BI-WEEKLY RETIREMENT REPORT****PAYROLL**

PURPOSE: To support deductions for retirement.

CONTENT: Current individual employee CSRS and FERS retirement data

SEQUENCE: By Center, Retirement Plan/Pay Block:Processing/SSN or Retirement Plan/SSN or Center, Retirement Plan/Employee Name or Center, Retirement Plan/Pay Block: Processing/Employee Name.

Page Break by Center, Retirement Plan.

SUBJECT TO PRIVACY ACT OF 1974									
NASA PAYROLL AND PERSONNEL SYSTEM									
INSTALLATION NAME									
BI-WEEKLY RETIREMENT REPORT									
AS OF MM/DD/YY									
PAGE:									
DATE:									
TIME:									
REPORT NO: 420									
SEQUENCED BY:									
RETIREMENT PLAN A									
NAME	PB	SSN	R% EMPL	S% EMPR	CSRS MIL SERV DEP	CIV SERV CREDIT	SALARY OFFSET	ADJ BASIC PAY	
-----	--	---	----	----	-----	-----	-----	----	
BBBBBBBBBBBBBBBB	C	DDD-DD-DDDD	E	F	G	H	I	J	
BBBBBBBBBBBBBBBB	C	DDD-DD-DDDD	E	F	G	H	I	J	
.	.	.	.	.	.	.	.	.	
.	.	.	.	.	.	.	.	.	
TOTAL RETIREMENT PLAN A			L	M	N	O	P	Q	
NUMBER OF EMPLOYEES: K									
.									
RETIREMENT PLAN A									
NAME	PB	SSN	T% EMPL	U% EMPR	FERS MIL SERV DEP		SALARY OFFSET	ADJ BASIC PAY	
-----	--	---	----	----	-----		-----	----	
BBBBBBBBBBBBBBBB	C	DDD-DD-DDDD	V	W	X		Y	Z	
BBBBBBBBBBBBBBBB	C	DDD-DD-DDDD	V	W	X		Y	Z	
.	.	.	.	.	.		.	.	
.	.	.	.	.	.		.	.	
TOTAL RETIREMENT PLAN A			b	c	d		e	f	
NUMBER OF EMPLOYEES: a									
.									
.									
SUBJECT TO PRIVACY ACT OF 1974									
CSRS GRAND TOTALS									
RET CD	ENROLLED DED NO DED		RETIREMENT EMPL EMPR		CSRS MIL SERV DEP	CIV SERV CREDIT	SALARY OFFSET	ADJ BASIC PAY	
---	-----		-----		-----	-----	-----	----	
A	g	h	L	M	N	O	P	Q	
A	g	h	L	M	N	O	P	Q	
.	.	.	.	.	.	.	.	.	
DEDUCTIONS:			i	j	k	l	m	n	
ADJUSTMENTS:			o	p	q	r	s	s	
CSRS TOTAL:	t	u	v	w	k	x	y	z	
FERS GRAND TOTALS									
RET CD	ENROLLED DED NO DED		RETIREMENT EMPL EMPR		FERS MIL SERV DEP		SALARY OFFSET	ADJ BASIC PAY	
---	-----		-----		-----		-----	----	
A	*A	*B	b	c	d		e	f	
A	*A	*B	b	c	d		e	f	
.	.	.	.	.	.		.	.	
DEDUCTIONS:			*C	*D	*E		*F	*G	
ADJUSTMENTS:			*H	*I			*J	*K	
FERS TOTAL:	*L	*M	*N	*O	*E		*P	*Q	
FICA GRAND TOTALS									
RET CD	ENROLLED DED NO DED		RETIREMENT EMPL EMPR		CSRS MIL SERV DEP	CIV SERV CREDIT	SALARY OFFSET	ADJ BASIC PAY	
---	-----		-----		-----	-----	-----	----	
A	/g	/h	/L	/M			/P	/Q	
A	/g	/h	/L	/M			/P	/Q	
.	.	.	.	.	.	.	.	.	
DEDUCTIONS:			/i	/j			/m	/n	
ADJUSTMENTS:			/o	/p			/r	/s	
FICA TOTAL:	/t	/u	/v	/w			/y	/z	

REPORT 420                      BI-WEEKLY RETIREMENT REPORT  
 DATA ELEMENTS

---

- A. Retirement Plan
- B. Employee Name (Last, First)
- C. Pay Block: Processing
- D. SSN  
Retirement: Employee Adj and Retirement: Government Adj (former plan adjustments) will print on a separate line for E and F.
- E. CSRS: B/W + CSRS: Adjustment or Retirement: Employee Adj
- F. CSRS: Govt Contr B/W + CSRS: Former Retire Current Adj or Retirement: Government Adj
- G. CSRS: Mil Dep B/W
- H. Civil Serv Credit B/W + Civil Serv Credit: Adjustment
- I. Salary: Offset + CSRS: Current Salary Offset Adj
- J. Base Earnings: B/W + Base Earnings: Adjustment + Empl Lclty Pay BW Amt + Empl Lclty Pay BW Adj Amt
- K. Count of Employees in Retirement Plan  
Total of E and F for each value of Retirement Code: Former Adj will print on a separate line.
- L. Total of E for Retirement Plan
- M. Total of F for Retirement Plan
- N. Total of G for Retirement Plan
- O. Total of H for Retirement Plan
- P. Total of I for Retirement Plan
- Q. Total of J for Retirement Plan
- R. Rate of CSRS Employee Deduction found in TRETIR Table
- S. Rate of CSRS Agency Contribution found in TRETIR Table
- T. Rate of FERS Employee Deduction found in TRETIR Table
- U. Rate of FERS Agency Contribution found in TRETIR Table
- /L. Total of E for Retirement Plan
- /M. Total of F for Retirement Plan
- /P. Total of I for Retirement Plan
- /Q. Total of J for Retirement Plan  
Retirement: Employee Adj and Retirement: Government Adj (former plan adjustments) will print on a separate line for V and W.
- V. FERS: B/W + FERS: Adjustment or Retirement: Employee Adj
- W. FERS: Govt Contr B/W + FERS: Former Retir Cur Adj or Retirement: Government Adj
- X. FERS: Mil Dep B/W
- Y. Salary: Offset + FERS: Current Salary Offset Adj
- Z. Base Earnings: B/W + Base Earnings: Adjustment + Empl Lclty Pay BW Amt + Empl Lclty Pay BW Adj Amt
- a. Count of Employees in Retirement Plan  
Total of V and W for each value of Retirement Code: Former Adj will print on a separate line.
- b. Total of V for Retirement Plan
- c. Total of W for Retirement Plan

REPORT 420 BI-WEEKLY RETIREMENT REPORT  
DATA ELEMENTS

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- d. Total of X for Retirement Plan
- e. Total of Y for Retirement Plan
- f. Total of Z for Retirement Plan

**In Data Elements g - z below, CSRS Retirement Plans refers to Retirement Plans = 1, 4, 6, C, E, R and T**

- g. Count of Employees in current Retirement Plan with deductions
- h. Count of Employees in current Retirement Plan without deductions
- i. Total of CSRS: B/W for CSRS Retirement Plans
- j. Total of CSRS: Govt Contr B/W for CSRS Retirement Plans
- k. Total of CSRS: Mil Dep B/W for CSRS Retirement Plans
- l. Total of Civil Serv Credit: B/W for CSRS Retirement Plans
- m. Total of Salary: Offset for CSRS Retirement Plans
- n. Total of (Base Earnings: B/W + Empl Lclty Pay BW Amt) for CSRS Retirement Plans
- o. Total of (CSRS: Adjustment + Retirement: Employee Adj) for CSRS Retirement Plans
- p. Total of (CSRS: Former Retire Current Adj + Retirement: Government Adj) for CSRS Retirement Plans
- q. Total of Civil Serv Credit: Adjustment for CSRS Retirement Plans
- r. Total of CSRS: Current Salary Offset Adj for CSRS Retirement Plans
- s. Total of (Base Earnings: Adjustments + Empl Lclty Pay BW Adj Amt) for CSRS Retirement Plans
- t. Total of g for CSRS Retirement Plans
- u. Total of h for CSRS Retirement Plans
- v.  $i + o$
- w.  $j + p$
- x.  $l + q$
- y.  $m + r$
- z.  $n + s$

**In Data Elements \*A - \*Q below, FERS Retirement Plans refers to Retirement Plans = K, L, M or N**

- \*A. Count of Employees in current Retirement Plan with deductions
- \*B. Count of Employees in current Retirement Plan without deductions
- \*C. Total of FERS: B/W for FERS Retirement Plans
- \*D. Total of FERS: Govt Contr B/W for FERS Retirement Plans
- \*E. Total of FERS: Mil Dep B/W for FERS Retirement Plans
- \*F. Total of Salary: Offset for FERS Retirement Plans
- \*G. Total of (Base Earnings: B/W + Empl Lclty Pay BW Amt) for FERS Retirement Plans
- \*H. Total of (FERS: Adjustment + Retirement: Employee Adj) for FERS Retirement Plans
- \*I. Total of (FERS: Former Retir Cur Adj + Retirement: Government Adj) for FERS Retirement Plans
- \*J. Total of FERS: Current Salary Offset Adj for FERS Retirement Plans

DATA ELEMENTS

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- \*K. Total of (Base Earnings: Adjustments + Empl Lclty Pay BW Adj Amt) for FERS Retirement Plans
- \*L. Total of \*A for FERS Retirement Plans
- \*M. Total of \*B for FERS Retirement Plans
- \*N. \*C + \*H
- \*O. \*D + \*I
- \*P. \*F + \*J
- \*Q. \*G + \*K

**In Data Elements /g - /z below, FICA Retirement Plans refers to Retirement Plans = 2**

- /g. Count of Employees in current Retirement Plan with deductions
- /h. Count of Employees in current Retirement Plan without deductions
- /i. Total of FICA: B/W for FICA Retirement Plans
- /j. Total of FICA: Govt Contr B/W for FICA Retirement Plans
- /m. Total of Salary: Offset for FICA Retirement Plans
- /n. Total of (Base Earnings: B/W +Empl Lclty Pay BW Amt) for FICA Retirement Plans
- /o. Total of (FICA: Adjustment + Retirement: Employee Adj) for FICA Retirement Plans
- /p. Total of (FICA: Former Retire Current Adj + Retirement: Government Adj) for FICA Retirement Plans
- /r. Total of FICA: Current Salary Offset Adj for FICA Retirement Plans
- /s. Total of (Base Earnings: B/W +Empl Lclty Pay BW Amt) for FICA Retirement Plans
- /t. Total of /g for FICA Retirement Plans
- /u. Total of /h for FICA Retirement Plans
- /v. /i + /o
- /w. /j + /p
- /y. /m + /r
- /z. /n + /s

**SELECTION CRITERIA:**

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Retirement Plan Equals 1, 2, 4, 6, C, E, K, L, M, N, R or T



**REPORT 421****CSRS ACCOUNT REPORT****PAYROLL**

**PURPOSE:** To detail the current status of employees' retirement accounts to support the retirement reconciliation process.

**CONTENT:** All employees with CSRS retirement plans and all employees who do not have CSRS retirement plans with non-zero CSRS retirement accounts.

**SEQUENCE:** By Pay Block: Processing/SSN or SSN or Employee Name or Pay Block: Processing/Name

Page Break by Pay Block: Processing if sequenced by Pay Block: Processing.

Totals by Pay Block: Processing if sequenced by Pay Block: Processing.

REPORT NO: 421		SEQUENCED BY:		SUBJECT TO PRIVACY ACT OF 1974 NASA PAYROLL AND PERSONNEL SYSTEM INSTALLATION NAME				PAGE: DATE: TIME:				
CSRS ACCOUNT REPORT AS OF MM/DD/YY												
PB	SSN	NAME	RET CODE	PRIOR YEAR CARRYOVER	+	TRANSFER IN	+	CURRENT YR DEDUCTION	-	SEPARATION/ TRANS OUT	=	CUM TO DATE NASA RETIRE
--	---	----	----	-----		-----		-----		-----		-----
A	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E		F		G		H		I
		J		K		L		M		N		O
		P		Q		R		S		T		U
A	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E		F		G		H		I
		J		K		L		M		N		O
		P		Q		R		S		T		U
.	.	.	.	.	.	.	.	.	.	.	.	.
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.	.	.	.	.	.	.	.	.	.	.	.	.
TOTAL BLOCK A		CSRS RETIREMENT		V		W		X		Y		Z
		CSRS MIL SERV DEP		a		b		c		d		e
		CSRS CREDIT		f		g		h		i		j
GRAND TOTAL		CSRS RETIREMENT		k		l		m		n		o
		CSRS MIL SERV DEP		p		q		r		s		t
		CSRS CREDIT		u		v		w		x		y
NUMBER OF REG ACTIVE EMPLOYEE ACCOUNTS			Z									

SUBJECT TO PRIVACY ACT OF 1974

REPORT 421                      CSRS ACCOUNT REPORT  
DATA ELEMENTS

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- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI)
- D. Retirement Plan
- E. CSRS: PYCO
- F. CSRS: Cum Transferred In
- G. CSRS: Deduction YTD
- H. CSRS: Tran Out
- I. CSRS: NASA Cum

**Data Elements J - O are only printed if**

- CSRS: Mil PYCO                      NE 0 or
- CSRS: Mil Dep Trnsfr In            NE 0 or
- CSRS: Mil Dep YTD                NE 0 or
- CSRS Mil: Tran Out                NE 0 or
- CSRS: Mil Dep Cum                NE 0.
- J. Literal 'CSRS MIL SERV DEP'
- K. CSRS: Mil PYCO
- L. CSRS: Mil Dep Trnsfr In
- M. CSRS: Mil Dep YTD
- N. CSRS Mil: Tran Out
- O. CSRS: Mil Dep Cum

**Data Elements P - U are only printed if**

- CSRS: Civ Serv Cr PYCO            NE 0 or
- Civil Serv Credit: Trans In        NE 0 or
- Civil Serv Credit: YTD            NE 0 or
- CSRS: Civ Serv Cr Tran Out        NE 0 or
- Civil Serv Credit: Cum            NE 0.
- P. Literal 'CSRS CREDIT'
- Q. CSRS: Civ Serv Cr PYCO
- R. Civil Serv Credit: Trans In
- S. Civil Serv Credit: YTD
- T. CSRS: Civ Serv Cr Tran Out
- U. Civil Serv Credit: Cum

**Data Elements V - j are only printed if report is sequenced by Pay Block: Processing.**

- V. Total of E for Pay Block: Processing
- W. Total of F for Pay Block: Processing
- X. Total of G for Pay Block: Processing
- Y. Total of H for Pay Block: Processing
- Z. Total of I for Pay Block: Processing
- a. Total of K for Pay Block: Processing
- b. Total of L for Pay Block: Processing
- c. Total of M for Pay Block: Processing
- d. Total of N for Pay Block: Processing
- e. Total of O for Pay Block: Processing
- f. Total of Q for Pay Block: Processing
- g. Total of R for Pay Block: Processing
- h. Total of S for Pay Block: Processing
- i. Total of T for Pay Block: Processing
- j. Total of W for Pay Block: Processing
- k. Total of E
- l. Total of F
- m. Total of G
- n. Total of H
- o. Total of I

REPORT 421                      CSRS ACCOUNT REPORT  
 DATA ELEMENTS

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- p. Total of K
- q. Total of L
- r. Total of M
- s. Total of N
- t. Total of O
- u. Total of Q
- v. Total of R
- w. Total of S
- x. Total of T
- y. Total of W
- z. Count of employees with Retirement Plan = 1, 6, C, E, R or T and Duty Status not = 'Z'

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Retirement Plan = 1, 4, 6, C, E, R, or T and one of the following fields is greater than zero:  
 CSRS: PYCO, CSRS: Mil PYCO, CSRS: Civ Serv Cr PYCO, CSRS: Tran Out, CSRS Mil:  
 Tran Out, CSRS: Civ Serv Cr Tran Out, CSRS: Deduction YTD, CSRS: Mil Dep YTD,  
 CivilServCredit: YTD, CSRS: CUM Transferred In, CSRS: Mil Dep Trnsfr In, or Civil Serv  
 Credit: Trans In
- Retirement Plan = 2 and one of the following fields is greater than zero:  
 CSRS: Deduction YTD, CSRS: CUM Transferred In, CSRS: Mil Dep Trnsfr In, or Civil Serv  
 Credit: Trans In

**REPORT 422****FERS ACCOUNT REPORT****PAYROLL**

**PURPOSE:** To detail the current status of employees' retirement accounts to support the retirement reconciliation process.

**CONTENT:** All employees with FERS retirement plans who have non-zero accounts.

**SEQUENCE:** By Pay Block: Processing/SSN or SSN or Employee Name or Pay Block: Processing/Name.

Page Break by Pay Block: Processing if sequenced by Pay Block: Processing.

Totals by Pay Block: Processing if sequenced by Pay Block: Processing.

REPORT NO: 422		SEQUENCED BY:		SUBJECT TO PRIVACY ACT OF 1974 NASA PAYROLL AND PERSONNEL SYSTEM INSTALLATION NAME				PAGE: DATE: TIME:				
FERS ACCOUNT REPORT AS OF MM/DD/YY												
PB	SSN	NAME	RET CODE	PRIOR YEAR CARRYOVER	+	TRANSFER IN	+	CURRENT YR DEDUCTION	-	SEPARATION/ TRANS OUT	=	CUM TO DATE NASA RETIRE
A	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E		F		G		H		I
		J		K		L		M		N		O
.	.	k	.	l		m		n		o		p
		q		r		s		t		u		v
.	.	.	.	.		.		.		.		.
		.		.		.		.		.		.
TOTAL BLOCK	A	FERS RETIREMENT		P		Q		R		S		T
		FERS MIL SERV DEP		U		V		W		X		Y
.	.	CSRS		w		x		y		z		1
		CSRS MIL SERV DEP	.	2		3		4		5		6
		.		.		.		.		.		.
GRAND TOTAL		FERS RETIREMENT		Z		a		b		c		d
		FERS MIL SERV DEP		e		f		g		h		i
		CSRS		7		8		9		10		11
		CSRS MIL SERV DEP		12		13		14		15		16
NUMBER OF REG ACTIVE	EMPLOYEE ACCOUNTS	j										
		TOTAL FERS		17		18		19		20		21

SUBJECT TO PRIVACY ACT OF 1974

REPORT 422                      FERS ACCOUNT REPORT  
 DATA ELEMENTS

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- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI)
- D. Retirement Plan
- E. FERS: PYCO
- F. FERS: Tran In
- G. FERS: YTD
- H. FERS: Tran Out
- I. FERS: NASA Cum

**Data Elements J - O are only printed if**

FERS: Mil PYCO	NE 0 or
FERS: Mil Dep Trnsfr In	NE 0 or
FERS: Mil Dep YTD	NE 0 or
FERS Mil: Tran Out	NE 0 or
FERS: Mil Dep Cum	NE 0

- J. Literal 'FERS MIL SERV DEP'
- K. FERS: Mil PYCO
- L. FERS: Mil Dep Trnsfr In
- M. FERS: Mil Dep YTD
- N. FERS: Mil Tran Out
- O. FERS: Mil Dep Cum

**Data Elements P - Y are only printed if report is sequenced by Pay Block: Processing.**

- P. Total of E for Pay Block: Processing
- Q. Total of F for Pay Block: Processing
- R. Total of G for Pay Block: Processing
- S. Total of H for Pay Block: Processing
- T. Total of I for Pay Block: Processing
- U. Total of K for Pay Block: Processing
- V. Total of L for Pay Block: Processing
- W. Total of M for Pay Block: Processing
- X. Total of N for Pay Block: Processing
- Y. Total of O for Pay Block: Processing
- Z. Total of E
  - a. Total of F
  - b. Total of G
  - c. Total of H
  - d. Total of I
  - e. Total of K
  - f. Total of L
  - g. Total of M
  - h. Total of N
  - i. Total of O

- 
- j. Count of employees with Retirement Plan = K, L, M or N and  
Duty Status not = 'Z'

**Data Elements k - p are only printed if**

CSRS: PYC NE 0 or  
 CSRS: Cum Transferred In NE 0 or  
 CSRS: Deduction YTD NE 0 or  
 CSRS: Tran Out NE 0 or  
 CSRS: NASA Cum NE 0

- k. Literal 'CSRS'  
 l. CSRS: Pyco  
 m. CSRS: Cum Transferred In  
 n. CSRS: Deduction  
 o. CSRS: Tran Out  
 p. CSRS: NASA Cum

**Data Elements q - v are only printed if**

CSRS: Mil Pyco NE 0 or  
 CSRS: Mil Dep Trnsfr In NE 0 or  
 CSRS: Mil Dep YTD NE 0 or  
 CSRS Mil: Tran Out NE 0 or  
 CSRS: Mil Dep Cum NE 0

- q. Literal 'CSRS Mil Serv Dep'  
 r. CSRS: Mil Pyco  
 s. CSRS: Mil Dep Trnsfr In  
 t. CSRS: Mil Dep YTD  
 u. CSRS Mil: Tran Out  
 v. CSRS: Mil Dep Cum

**Data Elements w - 6 are only printed if report is sequenced by Pay Block: Processing.**

- w. Total of l for Pay Block: Processing  
 x. Total of m for Pay Block: Processing  
 y. Total of n for Pay Block: Processing  
 z. Total of o for Pay Block: Processing  
 1. Total of p for Pay Block: Processing  
 2. Total of r for Pay Block: Processing  
 3. Total of s for Pay Block: Processing  
 4. Total of t for Pay Block: Processing  
 5. Total of u for Pay Block: Processing  
 6. Total of v for Pay Block: Processing  
 7. Total of l  
 8. Total of m  
 9. Total of n  
 10. Total of o  
 11. Total of p  
 12. Total of r  
 13. Total of s  
 14. Total of t  
 15. Total of u

REPORT 422  
DATA ELEMENTSFERS ACCOUNT REPORT

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- 16. Total of v
- 17. Total of E, K, I, r
- 18. Total of F, L, m, s
- 19. Total of G, M, n, t
- 20. Total of H, N, o, u
- 21. Total of I, O, p, v

## SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

Installation Code Equals User Designated Center Code

- One of the following fields is greater than zero:  
FERS: PYCO, FERS: MIL PYCO, FERS: Tran Out, FERS: Mil Tran Out, FERS: Mil Dep  
YTD, or FERS: YTD

Installation Code Equals User Designated Center Code

- One of the following fields is greater than zero:  
FERS: PYCO, FERS: MIL PYCO, FERS: Tran Out, FERS: Mil Tran Out, FERS: Mil Dep  
YTD, or FERS: YTD

**REPORT 423**

**INDIVIDUAL PAY RECORD**

**PAYROLL**

**PURPOSE:** To provide a complete, concise record of an employee's earnings and deductions for each pay period of the pay year.

**CONTENT:** All employees; user may select the report for a particular employee.

**SEQUENCE:** Selective by SSN, Name, Payblock: Processing & SSN or Payblock: Processing & Name.



REPORT NO: 423		SUBJECT TO PRIVACY ACT OF 1974										PAGE:									
SEQUENCED BY: PAYBLOCK, SSN		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:									
		INSTALLATION NAME										TIME:									
		INDIVIDUAL PAY RECORD																			
		FOR PAY YEAR XXXX																			
		AS OF MM/DD/YY																			
SSN	PB NAME	ORG LOCATED	T&A CODE	DIST BIRTH	DATE OF BIRTH	HLTH CODE	ANNUAL SALARY	HOURLY RATE	OT RATE	FED EXEM	FED OPT	ST -EXEM-	RET CD	SERVICE COMP DATE							
XXXXXXXX	XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXX	99/99/99	XXX	999999.99	99.99	99.99	9	99	XXX	9	99/99/99							
PP	GDST	HR	BASE	PREM/OTHER	GROSS	FED	STATE	UN	OTH	TSP											
PAY	HRS	PAY	HRS	PAY	TSP	TAX	CD	DUES	DED	LOAN	NET										
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
UUUUU V WWWWWW																					
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
**** TTTTTT WWWWWW XXXXXX &CCCCC &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKK &LLLL &MMMMMM																					
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
1ST	&NNNNN	&O000	&PPPPP	&QQQQQ	&RRRRR	&SSSSS	&TTTT	&UUUUU	&VVVVV	&WWWWW											
QTR	&XXXXX	&YYYYY	&ZZZZZ	/AAAA	/BBBB	/CCCC	/DDDD	/EEEE	/FFFF												
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
2ND	&NNNNN	&O000	&PPPPP	&QQQQQ	&RRRRR	&SSSSS	&TTTT	&UUUUU	&VVVVV	&WWWWW											
QTR	&XXXXX	&YYYYY	&ZZZZZ	/AAAA	/BBBB	/CCCC	/DDDD	/EEEE	/FFFF												
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
3RD	&NNNNN	&O000	&PPPPP	&QQQQQ	&RRRRR	&SSSSS	&TTTT	&UUUUU	&VVVVV	&WWWWW											
QTR	&XXXXX	&YYYYY	&ZZZZZ	/AAAA	/BBBB	/CCCC	/DDDD	/EEEE	/FFFF												
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL
&MMMM																					
4TH	&NNNNN	&O000	&PPPPP	&QQQQQ	&RRRRR	&SSSSS	&TTTT	&UUUUU	&VVVVV	&WWWWW											
QTR	&XXXXX	&YYYYY	&ZZZZZ	/AAAA	/BBBB	/CCCC	/DDDD	/EEEE	/FFFF												
SUBJECT TO PRIVACY ACT OF 1974																					
EMP	/GGGGG	/HHHH	/IIIIII	/JJJJJ	/KKKKK	/LLLLL	/MMMM	/NNNNN	/OOOOO	/PPPPP											
TOTAL	/QQQQQQ	/RRRRRR	/SSSSSS	/TTTTT	/UUUUUU	/VVVVV	/WWWWW	/XXXXX	/YYYYY												
PAYBLOCK BB TOTALS																					
/ZZZZZZZ \AAAAAAA \BBBBBBBBB \CCCCCCCC \DDDDDDD \EEEEEEEE \FFFFFFF \GGGGGGG \HHHHHHH \IIIIIII																					
\JJJJJJJ \KKKKKKK \LLLLLLL \MMMMMM \NNNNNNN \OOOOOOO \PPPPPPP \QQQQQQQ \RRRRRRR																					
CENTER TOTALS																					
\SSSSSSS \TTTTTTT \UUUUUUUU \VVVVVVV \WWWWWWW \XXXXXXXX \YYYYYYY \ZZZZZZZ *AAAAAAA *BBBBBBBBB																					
*CCCCCCCC *DDDDDDDD *EEEEEEE *FFFFFFF *GGGGGGG *HHHHHHH *IIIIIII *JJJJJJJ *KKKKKKK																					
SUBJECT TO PRIVACY ACT OF 1974																					

REPORT 423  
DATA ELEMENTS

## INDIVIDUAL PAY RECORD

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A.	SSN Hist		
B.	Pay Block: Processing Hist		
C.	Employee Name Hist (Last, First, MI, Gen)		
D.	= Organization: Located New From the latest Personnel history record		
E.	= Employee History T & A Distribution Code		
F.	Date of Birth Hist		
G.	FEHB: Plan Code Hist		
H.	Salary Hist		
I.	Salary: Hourly Hist		
J.	= Employee History Overtime Rate		
	= Salary: Hourly Hist x Premium Rate Table		
	If Employee History Overtime Rate = 0 and Pay Plan Not = 'ES'		
	= Overtime Rate Max Table		
	If Employee History Overtime Rate = 0	and	
	Pay Plan Not = 'ES'	and	
	FLSA Pay Status = 'E'	and	
	Job Series Not = 1	and	
	(Salary: Hourly x 1.5) > Overtime Rate Max Table		
	= Salary: Hourly		
	If Employee History Overtime Rate = 0	and	
	an Uncommon Tour Empl	and	
	Salary: Hourly > Overtime Rate Max Table **		
K.	= Employee History Federal Tax Exemptions		
	= Federal Tax: Exemptions	If Employee History Federal Tax Exemptions = blank	
L.	Federal Tax: Additional Hist		
M.	= Employee History State Tax Marital Code		
	= State Tax: Marital Code	If Employee History State Tax Marital Code = blank	
N.	= Employee History State Tax Exemptions		
	= State Tax: Exemptions Hist	If Employee History State Tax Exemptions = blank	
O.	Retirement Plan Hist		
P.	= Employee History SCD Leave Date		
	= SCD: Leave	If Employee History SCD Leave Date = blank	
Q.	= Pay Period Number Hist		
	= 'AW' literal	If Award: Amount Hist > 0	
R.	Grade: Current Hist and Step Hist		
S.	Base Hours: B/W Hist	+ Base Hours: Adj B/W Hist	
T.	Base Erngs: B/W Hist	+ Base Erngs: Adj B/W Hist	
U.	Overtime: Hours B/W Hist	+ Overtime: Hours Adj Hist	or
	Night Diff: Hours B/W Hist	+ Nite: Cur Adj Hrs Hist	or
	Sunday Diff: Hours B/W Hist	+ Sunday: Current Adj Hrs Hist	or
	Hazardous Hours: B/W Hist	+ Hazardous: Cur Adj Hrs Hist	or
	Holiday Hours: B/W Hist	+ Holiday/Wked: Cur Adj Hist	or
	Lump Sum: LV Hours 1 Hist	+ Lump Sum: LV Hours 2 Hist	or
	Comp Time: Hrs Paid B/W Hist		

REPORT 423  
DATA ELEMENTS

## INDIVIDUAL PAY RECORD

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V. Code to identify the type of hours and earnings  
 O - Overtime  
 N - Night Differential  
 S - Sunday Differential  
 H - Hazardous Duty  
 W - Holiday Worked  
 L - Lump Sum  
 U - Unused Comp Time Paid  
 R - Retention Allowance  
 D - Supervisory Differential  
 F - Foreign Differential  
 P - Fire Fighter Premium Adjustment  
 E - Earned Income Credit (EIC is included in the Net Amount)  
 C - COLA (COLA is included in the Net amount)

W. Overtime: Earnings B/W Hist + Overtime: Earnings Adj Hist or  
 Night Diff: Erngs B/W Hist + Nite: Current Adj Erngs Hist or  
 Sunday Diff: Erngs B/W Hist + Sunday: Current Adj Erngs Hist or  
 Hazardous Earnings: B/W Hist + Hazardous: Cur Adj Erngs Hist or  
 Holiday Earnings: B/W Hist + Hol/Wkend: Cur Adj Erngs Hist or  
 Lump Sum: Lv Payment Hist + Lump Sum: Lv Adj Hist or  
 Retention Allow: Hist BW + Retention Allow: Adj B/W Hist or  
 Super Diff: Hist BW + Super Diff: Adj B/W Hist or  
 Foreign Diff: B/W Hist + For Diff: Cur Adj Erngs Hist or  
 Comp Time: Hours Paid B/W Hist or  
 Fire Fighter: Prem Adj B/W Hist + Fire Fighters: Prem B/W Hist or  
 COLA: B/W Hist + COLA: Current Adj Erngs Hist or  
 EIC: Hist + EIC: Adjustment Hist

X. = Gross Earnings: B/W Hist  
 = Award: Amount Hist If Award: Amount Hist > 0

Y. TSP: CY Ded B/W Hist + TSP: CY Ded Adj Hist

Z. CSRS: B/W Hist + CSRS: Adjustment Hist +  
 Civil Serv Credit: B/W Hist + Civil Serv Credit: Adj Hist +  
 FERS: B/W Hist + FERS: Adjustment Hist +  
 CSRS: Frmr Adjustment Hist + FERS: Frmr Adjustment Hist

&A. = HIT: B/W Hist + HIT: Adjustment Hist  
 = HIT: Award B/W Hist If Award: Amount Hist > 0

&B. = FICA: B/W Hist + FICA: Adjustment Hist  
 = FICA: Award B/W Hist If Award: Amount Hist > 0

&C. = Federal Tax: B/W Hist + Federal Tax: Adjustment Hist  
 = Federal Tax: Award B/W Hist If Award: Amount Hist > 0

&D. = State Tax: Code Hist  
 = State Tax: Former Code YTD Hist

&E. = State Tax: B/W Hist + State Tax: Adjustment Hist  
 = State Tax: Former W/H YTD Hist  
 = State Tax: Award B/W Hist If Award: Amount Hist > 0

&F. FEGLI: B/W Hist + FEGLI: Adjustment Hist

&G. FEHB: B/W Hist + FEHB: Current Adj Hist +  
 FEHB: Prior Adj Hist

&H. CFC: B/W Hist + CFC: Adjustment Hist

&I. Union Dues: B/W Hist + Union Dues: Adjustment Hist

&J. Bond: B/W Hist - Bond: Refund Hist

REPORT 423  
DATA ELEMENTS

## INDIVIDUAL PAY RECORD

---

&K.	= Bankruptcy: B/W Hist	+ Child Support: B/W Hist	+
	Local Tax Entity: B/W (1) Hist	+ Local Tax Entity: Adj (1) Hist	+
	Local Tax Entity: B/W (2) Hist	+ Local Tax Entity: Adj (2) Hist	+
	CSRS: Mil Dep B/W Hist	+ FERS: Mil Dep B/W Hist	+
	Indebtedness Due U.S.: B/W Hist	+ Empl Total Grnsh Crnt Ded Amt	+
	Miscellaneous Required Amt Hist		+
	NEBA: Total B/W Hist		+
	Voluntary Allot: B/W Hist	+ Bill of Collection: Deduct Hist	
	= City Tax: Award B/W Hist	+ Award: County Tax Ded	
	If Award: Amount Hist > 0		
&L.	TSP: Loan Ded Amount Hist	+ TSP: Loan 1 Adjustment Hist	+
	TSP: Loan 2 Adjustment Hist		
&M.	= Net Earnings: B/W Hist		
	= Award: Net Earnings	If Award: Amount Hist > 0	
&N.	Quarterly Total of S		
&O.	Quarterly Total of U		
&P.	Quarterly Total of X		
&Q.	Quarterly Total of Z		
&R.	Quarterly Total of &B		
&S.	Quarterly Total of &E		
&T.	Quarterly Total of &G		
&U.	Quarterly Total of &I		
&V.	Quarterly Total of &K		
&W.	Quarterly Total of &M		
&X.	Quarterly Total of T		
&Y.	Quarterly Total of W		
&Z.	Quarterly Total of Y		
/A.	Quarterly Total of &A		
/B.	Quarterly Total of &C		
/C.	Quarterly Total of &F		
/D.	Quarterly Total of &H		
/E.	Quarterly Total of &J		
/F.	Quarterly Total of &L		
/G.	Employee Total of S		
/H.	Employee Total of U		
/I.	Employee Total of X		
/J.	Employee Total of Z		
/K.	Employee Total of &B		
/L.	Employee Total of &E		
/M.	Employee Total of &G		
/N.	Employee Total of &I		
/O.	Employee Total of &K		
/P.	Employee Total of &M		
/Q.	Employee Total of T		
/R.	Employee Total of W		
/S.	Employee Total of Y		
/T.	Employee Total of &A		
/U.	Employee Total of &C		
/V.	Employee Total of &F		
/W.	Employee Total of &H		
/X.	Employee Total of &J		
/Y.	Employee Total of &L		
/Z.	Payblock Total of S		
\A.	Payblock Total of U		
\B.	Payblock Total of X		

REPORT 423  
DATA ELEMENTS

## INDIVIDUAL PAY RECORD

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\C.	Payblock Total of Z
\D.	Payblock Total of &B
\E.	Payblock Total of &E
\F.	Payblock Total of &G
\G.	Payblock Total of &I
\H.	Payblock Total of &K
\I.	Payblock Total of &M
\J.	Payblock Total of T
\K.	Payblock Total of W
\L.	Payblock Total of Y
\M.	Payblock Total of &A
\N.	Payblock Total of &C
\O.	Payblock Total of &F
\P.	Payblock Total of &H
\Q.	Payblock Total of &J
\R.	Payblock Total of &L
\S.	Center Total of S
\T.	Center Total of U
\U.	Center Total of X
\V.	Center Total of Z
\W.	Center Total of &B
\X.	Center Total of &E
\Y.	Center Total of &G
\Z.	Center Total of &I
*A.	Center Total of &K
*B.	Center Total of &M
*C.	Center Total of T
*D.	Center Total of W
*E.	Center Total of Y
*F.	Center Total of &A
*G.	Center Total of &C
*H.	Center Total of &F
*I.	Center Total of &H
*J.	Center Total of &J
*K.	Center Total of &L

**NOTE: The value on the report = (Actual Value x 100)**

\*\*\*\* Only used if the value of T, W, X, &C, &E, or &M exceeds the field size for the line above.

## SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Reactivation Indicator Hist Not Equal 3
- Year of (Pay Period Ending Date Hist + 10 days) Equal User Input Year
- Pay Period Ending Date Hist Less Equal Pay Cntl: Current PP Ending Date
- SSSN Equal User Input SSN (If Entered)

**REPORT 424      YEAR END LEAVE REPORT**

## PAYROLL

**PURPOSE:** To provide a complete, concise record of an employee's leave accrual, usage, and balances for each leave period of the leave year

**CONTENT:** All employees; user may select the report for a particular employee.

SEQUENCE: Selective by SSN, Name, Pay Block: Processing and SSN, or Pay Block: Processing and Name.

REPORT NO: 424		SUBJECT TO PRIVACY ACT OF 1974																		PAGE:											
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM																		DATE:											
		INSTALLATION NAME																		TIME:											
		YEAR END LEAVE REPORT																													
		LEAVE YEAR YYYY																													
----- ANNUAL -----																				----- SICK -----		----- COMPENSATORY-----		----- LWOP/AWOL -----		----- MIL - DAYS					
C																															
A PT PP EARN USED USE/ RESTORED DON RET REST PT PP EARN USED REST PP PP PP USED 80-HR LAST PP FYD																															
PP T E CO USED YTD YTD LOSE BAL USED BAL YTD YTD CUM E CO USED YTD YTD BAL CUM EARN USED BAL USED YTD CUT PSI U BAL																															
AA																				BBB-BB-BBBB											
CC-CC-CC		DDDD		BAL FORWARD		EEEE.EE				BAL FORWARD		FFFF.FF				BAL FORWARD		GGGG.GG													
				ADVANCED		HHHHH																									
II J K LL MMM.MM		OOOO.OO		QQQQ.QQ		SSSS.SS		UUUU.UU		W X		ZZZ.ZZ /BBB.BB		/DDD.DD		/FF.FF		/HH.HH /JJJ.JJ /L.LL													
												/AAA.AA /CCC.CC		/EEE.EE /GGG.GG		/III.II /KKK.KK /MMMM															
II J K LL MMM.MM		OOOO.OO		QQQQ.QQ		SSSS.SS		UUUU.UU		W X		ZZZ.ZZ /BBB.BB		/DDD.DD		/FF.FF		/HH.HH /JJJ.JJ /L.LL													
												/AAA.AA /CCC.CC		/EEE.EE /GGG.GG		/III.II /KKK.KK /MMMM															
II J K LL MMM.MM		OOOO.OO		QQQQ.QQ		SSSS.SS		UUUU.UU		W X		ZZZ.ZZ /BBB.BB		/DDD.DD		/FF.FF		/HH.HH /JJJ.JJ /L.LL													
												/AAA.AA /CCC.CC		/EEE.EE /GGG.GG		/III.II /KKK.KK /MMMM															
II J K LL MMM.MM		OOOO.OO		QQQQ.QQ		SSSS.SS		UUUU.UU		W X		ZZZ.ZZ /BBB.BB		/DDD.DD		/FF.FF		/HH.HH /JJJ.JJ /L.LL													
												/AAA.AA /CCC.CC		/EEE.EE /GGG.GG		/III.II /KKK.KK /MMMM															
II J K LL MMM.MM		OOOO.OO		QQQQ.QQ		SSSS.SS		UUUU.UU		W X		ZZZ.ZZ /BBB.BB		/DDD.DD		/FF.FF		/HH.HH /JJJ.JJ /L.LL													
												/AAA.AA /CCC.CC		/EEE.EE /GGG.GG		/III.II /KKK.KK /MMMM															

SUBJECT TO PRIVACY ACT OF 1974

REPORT 424                      YEAR END LEAVE REPORT  
DATA ELEMENTS

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- A. Employee Name Hist (Last, First, MI, Gen)
- B. SSN Hist
- C. = Employee History SCD Leave Date  
= SCD: Leave, If Employee History    SCD Leave Date = blank
- D. Annual Lv: Ceiling Hist
- E. Annual Lv: PYCO Hist
- F. Sick Lv: PYCO Hist
- G. LWOP: WIG Hours Hist
- H. Annual Leave: Advanced Bal - Annual Lv: Ernd Balance Hist
- I. Pay Period Number Hist
- J. Annual Lv: Category Code Hist
- K. Annual Lv: Accrual Rate BW Hist
- L. Annual Lv: P/T Carry Over Hist
- M. Annual Lv: Used B/W Hist
- N. Annual Lv: Accrued YTD Hist
- O. Annual Lv: Used YTD Hist
  
- P. Annual Leave: Advanced Bal - Annual Lv: Ceiling Hist
- Q. Annual Leave: Advanced Bal Hist
- R. Restored Lv: Used B/W Hist

NOTE: The values of A - H are based on the most current leave period found for each employee.

- S. Restored Leave: Balance
- T. Donated AL: Used YTD Hist
- U. Donated AL: Donat-Retrn YTD Hist
- V. Restricted AL: Rstrct CUM Hist
- W. Sick Lv: Accrued B/W Hist
- X. Sick Lv: P/T Carry Over Hist
- Z. Sick Lv: Used B/W Hist
- /A. Sick Lv: Accrued YTD Hist
- /B. Sick Lv: Used YTD Hist
- /C. Sick Lv: Balance Hist
- /D. Restrict SL: Restricted CUM Hist
- /E. Comp Time: Earned B/W Hist
- /F. Comp Time: Used B/W Hist
- /G. Comp Time: Balance Hist
- /H. LWOP: Used B/W Hist
- /I. LWOP: Used YTD Hist
- /J. LWOP: 80 Hour Accrual Hist
- /K. LWOP: WIG Hours Hist
- /L. Military Lv: Used B/W Hist / 8
- /M. Mil Lv: Used Days FYTD Hist

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Reactivation Indicator Hist Not Equal 3
- Leave Year Equal User Input Year
- SSN Equal User Input SSN (if entered)

**REPORT 950**      **PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY**      **PAYROLL**  
**PURPOSE:**      To allow payroll suspense query options to be selected.  
**CONTENT:**      Suspense query options.  
**SEQUENCE:**      N/A

NPPS		
COMMAND: _____	PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY	09/05/89
NA01600		11:11:31

  

LIST ACTION FOR EMPLOYEE:

SSN	LAST NAME	FIRST NAME
AAA AA AAAA	BBBBBBBBBBBBBBBBBBBB	BBBBBBBBBBBBBBBB
	(TYPE NAME AND HIT ENTER FOR NAME SEARCH)	

SELECT ONE OF THE FOLLOWING:

LIST ACTIONS ON OR BEFORE EFFECTIVE DATE: CCCCCCCC  
(PP FIRST DAY)

LIST ACTIONS FOR TRANSACTION TYPE: DDDDDDDD

LIST ACTIONS FOR CLERK ID: EEEEEEEE

  

PF1 = HELP	PF3 = PREV SCREEN	PF5 = MAIN MENU	PF12 = END
------------	-------------------	-----------------	------------

- A. SSN
- B. Name (Last, First; User input; opt.)
- C. Effective Date, User Input
- D. Transaction Type, User Input
- E. Clerk ID, User Input



**REPORT 951 LIST ACTIONS FOR EMPLOYEE - SEMP**

PAYROLL

PURPOSE: To display Payroll Suspense Actions for an employee.

CONTENT: Suspended transactions for the selected employee.

SEQUENCE: N/A

COMMAND: _____		NPPS LIST ACTIONS FOR EMPLOYEE - SEMP				09/05/89 11:11:31	
ENTER SSN: AAA AA AAAA		PAY BLK B	LAST NAME CCCCCCCCCCCCC	FIRST NAME CCCCCCCCCCCCC	I C		
SEL	DELETE	EFF DATE (PP FIRST DAY)	TRANSACTION TYPE	CLERK ID	SEQ NO	ERROR FLAG	
D	E	FF FF FF	G	H	J	I	
D	E	FF FF FF					
D	E	FF FF FF					
D	E	FF FF FF					
D	E	FF FF FF					
D	E	FF FF FF					
D	E	FF FF FF					
D	E	FF FF FF					
D	E	FF FF FF					
D	E	FF FF FF					

  

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- A. SSN
- B. Pay Block: Processing
- C. Name (Last, First, MI)
- D. Selection field to display detail of a transaction; User input
- E. Selection field to delete a transaction; User Input
- F. Effective Date
- G. Transaction Type
- H. Clerk ID
- I. Error Flag
- J. Sequence Number (assigned when action suspended)

**REPORT 952 LIST ACTIONS ON SUSPENSE SACT**

PAYROLL

PURPOSE: To display and delete payroll transactions.

CONTENT: A listing of suspended transactions by Effective Date,  
Transaction Type or Clerk Id.SEQUENCE: When selected by Effective Date, all transactions that have an  
Effective Date less than or equal to the user inputted Effective  
Date are listed in chronological, descending order.

COMMAND: _____		NPFS LIST ACTIONS ON SUSPENSE - SACT			09/05/89 11:11:31	
SELECT ONE: EFF DATE: AAAAAAA TRANS TYPE: B CLERK ID: C						
SEL	SSN	DELETE	EFF. DATE (PP FIRST DAY)	TRANSACTION TYPE	CLERK ID	ERROR FLAG
D	EEE EE EEEE	F	GGGGGGGG	H	I	J
D		F				
D		F				
D		F				
D		F				
D		F				
D		F				
D		F				
D		F				
D		F				

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- A. Effective Date (user input; opt.)
- B. Transaction Type (user input; opt.)
- C. Clerk Id (user input; opt.)
- D. Selection field to display detail of a transaction; User Input
- E. SSN
- F. Selection field to delete a transaction; User Input
- G. Effective Date
- H. Transaction Type
- I. Clerk ID
- J. Error Flag

**REPORT 953****SF 1166 INFORMATION - TAPES****PAYROLL**

**PURPOSE:** To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

**CONTENT:** Net pay summary information for the center for the current pay period.

**SEQUENCE:** N/A

NPPS		
COMMAND: _____	SF 1166 INFORMATION - TAPES	09/05/89
NAO4100		11:11:31
		2
EFT PAYMENTS	ITEM COUNT	AMOUNT
NET PAY	III	BBBB.BB
SAVINGS ALLOTMENTS	KKK	CCC.CC
TSP LOAN	LLL	DDD.DD
TOTAL	NNNN	FFFF.FF
NON EFT PAYMENTS	ITEM COUNT	AMOUNT
NAME ONLY - OFFICE CKS	JJJ	OOOO.OO
NAME ONLY - AWARDS CKS	QQQ	PPP.PP
SALARY CHECKS MAILED	HHH	AAA.AA
MISCELLANEOUS CHECKS	RRR	SSS.SS
TOTAL	TTTT	UUUU.UU

PF1 = HELP	PF3 = PREV SCREEN	PF5 = MAIN MENU	PF12 = END
	ENTER= NEXT SCREEN		

- 
- A. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via Mailing Address (Net Pay: Disposition Code = 0 and Office Check = blank)
- B. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via DD/EFT (Net Pay: Disposition Code = 2)
- C. Total of Voluntary Allot: B/W
- D. Total of (TSP: Loan Ded 1 B/W + TSP: Loan Ded 2 B/W + TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment)
- F. B + C + D
- H. Count of A
- I. Count of B
- J. Count of O
- K. Count of (Voluntary Allot: B/W > 0 and Voluntary Allot: Ded Code = Blank and Voluntary Allot: Req'st Amt > 0)
- L. Count of (TSP: Loan Ded 1 B/W > 0) + Count of (TSP: Loan Ded 2 B/W > 0)
- N. I + K + L
- O. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via Office Address (Net Pay: Disposition Code = 0 and Office Check = 'Y')
- P. Total of Award: Net Earnings (if Award: Local Check = 'Y') + Award Net Amount for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date
- Q. Count of P
- R. Count of [Child Support: B/W not equal 0 +  
Bankruptcy: B/W not equal 0 +  
Indebtedness Due U.S.: B/W not equal 0 +  
Empl Grnsh Crnt Ded Amt not equal 0 +  
1 (if NEBA: Total B/W not equal 0) +  
Number of Union Code (if Union Dues: B/W not equal 0) +  
Number of CFC Agency Code (if CFC: B/W not equal 0)]
- S. Total of [Child Support: B/W (1:3) + Bankruptcy: B/W + Indebtedness Due U.S.: B/W (1:5) + Empl Grnsh Crnt Ded Amt (1-9) + NEBA: Total B/W + Union Dues: B/W + CFC: B/W]
- T. J + Q + H + R
- U. O + P + A + S

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals to user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0 or Award: Amount > 0 (if Award: Local Check = 'B') and
- All Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date

**REPORT 954 SF 1166 INFORMATION - FEDERAL RESERVE TAXES PAYROLL**

**PURPOSE:** To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

**CONTENT:** Federal tax withholding information for the center for the current pay period.

**SEQUENCE:** N/A

NPPS			
COMMAND: _____	SF 1166 INFORMATION - FEDERAL RESERVE TAXES		09/05/89 11:11:31
1			
FED TAX WITHHELD	FICA WITHHELD	HIT WITHHELD	COMBINED TOTAL
AAA.AA	BBB.BB	CC.CC	DDDD.DD
	GOVT FICA EEE.EE	GOVT HIT FF.FF	
TOTAL FEDERAL RESERVE DEPOSIT GGGG.GG			
PF1 = HELP	PF3 = PREV SCREEN	PF5 = MAIN MENU	PF12 = END

- A. Total of [Federal Tax: B/W + Federal Tax: Adjustment + Federal Tax: Award B/W (if Award: Designated Agent Check not = Blank)] + Award Federal Tax Deduction Amount
- B. Total of FICA: B/W + FICA: Adjustment + FICA: Award B/W (if Award: Designated Agent Check not = Blank)] + Award OASDI Deduction Amount
- C. Total of [HIT: B/W + HIT: Adjustment + HIT: Award B/W (if Award: Designated Agent Check not = Blank)] + Award HIT Deduction Amount
- D. A + B + C
- E. Total of [FICA: Govt Contr B/W + FICA: Govt Contr Cur Adj + FICA: Govt Contr Cur Award (if Award: Designated Agent Check not = Blank)] + Award OASDI Government Contribution Amount (for all Non Personnel Action Cash Awards selected)
- F. Total of [HIT: Govt Contr B/W + HIT: Govt Contr Cur Adj + HIT: Govt Contr Cur Award (if Award: Designated Agent Check not = Blank)] + Award HIT Government Contribution Amount (for all Non Personnel Action Cash Awards selected)
- G. A + B + C + E + F

#### SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0 and
- All Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date

**REPORT 955      VOUCHER INFORMATION - SF 2812, SF 2812A, AND      PAYROLL**  
**OPM1523 FEHB BREAKOUT**

**PURPOSE:** To provide current pay period information that will support preparation of SF 2812 and OPM1523.

**CONTENT:** FEHB deductions, contributions and collections/refunds for the center for the current pay period.

**SEQUENCE:** N/A

COMMAND: _____		NPPS	09/05/89
NAO4300	VOUCHER INFORMATION - SF 2812, SF2812A AND	OPM1523 FEHB BREAKOUT	11:11:31
HEALTH BENEFITS DEDUCTIONS			
EMPLOYEE AMT	AAAA.AA		
GOVT. CONTR	BBBB.BB		
CASH COLL.	CCCC.CC		
SPOUSAL PAYMT.	DDDD.DD		
YTD FEHB ADJ (this PP)	FFFF.FF		
TOTAL FEHB	EEEE.EE		
PF1 = HELP      ENTER = FORWARD      PF5 = MAIN MENU      PF12 = END			

- A. FEHB: B/W + FEHB: Prior Adj + FEHB: Cur Adj
- B. FEHB: Govt Contr B/W +  
     FEHB: Govt Contr Cash Collection Adj +  
     FEHB: Govt Contr Cur Adj +  
     FEHB: Govt Contr Prior Adj
- C. FEHB: Cash Collection
- D. FEHB: Spousal Payment
- E. A + B + C + D + F
- F. FEHB: Deduction YTD Cntl Diff +  
     FEHB: Govt Contr YTD Cntl Diff

**REPORT 955      VOUCHER INFORMATION - SF 2812, SF 2812A, AND      PAYROLL**  
**OPM1523 FEHB BREAKOUT**

**PURPOSE:** To provide current pay period information that will support preparation of SF 2812 and OPM1523.

**CONTENT:** The total amount that has been deducted for each health plan for the center for the current pay period.

**SEQUENCE:** N/A

COMMAND: _____		NPPS VOUCHER INFORMATION - SF 2812, SF 2812A AND OPM1523 FEHB BREAKOUT				09/05/89 11:11:31	
HEALTH BENEFITS DEDUCTIONS							
ENROLL		--- NUMBER OF PAYMENTS ---					
CODE NO.	AMOUNT	MADE	NOT MADE	SPOUSAL	FULL	PREMIUM	
AAA	BB.BB	C	D	E		F	
AAA	BB.BB	C	D	E		F	
AAA	BB.BB	C	D	E		F	
AAA	BB.BB	C	D	E		F	
AAA	BB.BB	C	D	E		F	

PF1 = HELP	PF3 = PREV SCREEN	PF5 = MAIN MENU	PF12 = END
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PF1 = HELP

PF3 = PREV SCREEN

PF5 = MAIN MENU

PF12 = END

- A. '-' or  
 FEHB: Plan Code or FEHB: Prior Plan Code or FEHB: Cash Collection Plan Code or FEHB: Spousal Carrier Code
- B. Total of (FEHB: Emp YTD Adj Diff + FEHB: Gov YTD Adj Diff) if [FEHB: Plan Code = '-', 'ZZX', 'ZZY', 'ZZZ' and (FEHB: Emp YTD Adj Diff not equal 0 or FEHB: Gov YTD Adj Diff not equal 0)]  
 or  
 Total of (FEHB: B/W + FEHB: Cash Collection + FEHB: Spousal Payment Amt + FEHB: Prior Adj + FEHB: Current Adj + FEHB: Govt Contr B/W + FEHB: Cash Collection Adj + FEHB: Current Govt Adj Erngs + FEHB: Govt Contr Prior Adj + FEHB: Emp YTD Adj Diff + FEHB: Gov YTD Adj Diff) in category if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal '-', 'ZZX', 'ZZY', 'ZZZ'
- C. Count of (FEHB: B/W > 0)
- D. Count of (FEHB: B/W = 0)
- E. Count of Spousal records
- F. Count of (FEHB: B/W > 0 and FEHB: Contribution Flag = 'Y')

**SELECTION CRITERIA:**

Includes all employees except those with any of the following criteria:

- Installation Code not equal to user designated center code
- Duty Status equals 'Z' and Reactivation Indicator equals '3'

**For Spousal Health:**

Includes all employees with the following criteria:

- Spousal center equals user designated center code
- Spousal period equals Pay Cntl: Pay Period
- Spousal Data Date between Pay Cntl: Current PP Begin Date + 3 and Pay Cntl: Current PP Ending Date + 3





```
END OF DATA                                NPPS
COMMAND: _____ SF 1166 INFORMATION - UNION DUES      09/05/89
NAO4700                                           11:11:31
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UNION NAME	AMOUNT
AAAAAAAAAAAAAAAAAAAAAAAAAAAAA	BB.B
TOTAL AMOUNT	CC.C

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PF1 = HELP	PF3 = PREV SCREEN	PF5 = MAIN MENU	PF12 = END
ENTER = NEXT SCREEN			

- A. Union Name  
B. Total of ( Union Dues: B/W + Union Dues: Adjustment) in that Union  
C. Grand total of Union Dues

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0
- Union Code not equal 0

**REPORT 958 SF 1166 INFORMATION - SF 16BOND**

PAYROLL

**PURPOSE:** To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

**CONTENT:** Number of bonds that have been purchased by denomination and total purchase price.

**SEQUENCE:** N/A

END OF DATA - PRESS ENTER FOR TOTALS		NPPS	09/05/89												
COMMAND: _____	SF 1166 INFORMATION - SF 16BOND		11:11:31												
NAO4800															
<table border="0"> <thead> <tr> <th>TOTAL BONDS PURCHASED</th> <th>DENOMINATION</th> <th>AMOUNT</th> </tr> <tr> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td colspan="2">GRAND TOTAL BONDS PURCHASED</td> <td>GRAND TOTAL AMOUNT</td> </tr> <tr> <td>D</td> <td></td> <td>E</td> </tr> </tbody> </table>				TOTAL BONDS PURCHASED	DENOMINATION	AMOUNT	A	B	C	GRAND TOTAL BONDS PURCHASED		GRAND TOTAL AMOUNT	D		E
TOTAL BONDS PURCHASED	DENOMINATION	AMOUNT													
A	B	C													
GRAND TOTAL BONDS PURCHASED		GRAND TOTAL AMOUNT													
D		E													
PF1 = HELP      PF3 = PREV SCREEN      PF5 = MAIN MENU      PF12 = END ENTER = NEXT SCREEN															

A. Count of BOND purchased in that Bond: Denomination  
 (if Bond: Status not = 'D' and Bond: Purchase Indicator = '1' and Bond: Denomination not = 0)

B. Bond: Denomination

C. A \* Bond Price

**SELECTION CRITERIA**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0

**REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (Page 1 of 17) PAYROLL**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPP	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 1 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
AUO	HHH.HH	III.II	JJJ.JJ
AVAILABILITY PAY	ZZZ.ZZ	bbb.bb	ccc.cc
AWARD NET	ddd.dd	eee.ee	fff.ff
BASE	BBB.BB	CCC.CC	DDD.DD
BASE TRANS IN	ggg.gg	hhh.hh	iii.ii
BOND REFUND	EEE.EE	FFF.FF	GGG.GG
CASH AWARDS	jjj.jj	kkk.kk	lll.ll
CITY GROSS	KKK.KK	LLL.LL	MMM.MM
CITY GRS MTD	NNN.NN	OOO.OO	PPP.PP
CITY GRS QTD	QQQ.QQ	RRR.RR	SSS.SS
COLA	TTT.TT	UUU.UU	VVV.VV
COLA QTD	WWW.WW	XXX.XX	YYY.YY
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| A. Pay Block Number              | T. YTD-COLA-OLD                      |
| B. YTD-BASE-EARN-OLD             | U. YTD-COLA-ADJ                      |
| C. YTD-BASE-EARN-ADJ             | V. YTD-COLA-CHG                      |
| D. YTD-BASE-EARN-CHG             | W. YTD-QTD-COLA-OLD                  |
| E. YTD-BOND-REFUND-OLD           | X. YTD-QTD-COLA-ADJ                  |
| F. YTD-BOND-REFUND-ADJ           | Y. YTD-QTD-COLA-CHG                  |
| G. YTD-BOND-REFUND-CHG           | Z. Availability Pay: Total Cntr Old  |
| H. Total Admn Unctrd OT Cntr Old | b. Availability Pay: Total Cntr New  |
| I. Total Admn Unctrd OT Cntr New | c. Availability Pay: Total Cntr Diff |
| J. Total Admn Unctrd OT Cntr Dif | d. Empl YTD Net Award Amt Cntr Old   |
| K. YTD-CITY-TAX-OLD-EARN         | e. Empl YTD Net Award Amt Cntr New   |
| L. YTD-CITY-TAX-ADJ-EARN         | f. Empl YTD Net Award Amt Cntr Diff  |
| M. YTD-CITY-TAX-CHG-EARN         | g. Base Earnings: Trans In Cntl Old  |
| N. MTD-CITY-TAX-OLD-EARN         | h. Base Earnings: Trans In Cntl New  |
| O. MTD-CITY-TAX-ADJ-EARN         | i. Base Earnings: Trans In Cntl Diff |
| P. MTD-CITY-TAX-CHG-EARN         | j. Award: Amount Cntl Old            |
| Q. QTD-CITY-TAX-OLD-EARN         | k. Award: Amount Cntl New            |
| R. QTD-CITY-TAX-ADJ-EARN         | l. Award: Amount Cntl Diff           |
| S. QTD-CITY-TAX-CHG-EARN         |                                      |

**REPORT 959 PAY PERIOD YTD ADJUSTMENTS – QYTDADJ (Page 2 of 17) PAYROLL**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 2 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
CNTY GROSS	ZZZ.ZZ	bbb.bb	ccc.cc
CNTY GRS MTD	ddd.dd	eee.ee	fff.ff
CNTY GRS QTD	ggg.gg	hhh.hh	iii.ii
EIC	BBB.BB	CCC.CC	DDD.DD
FERS	EEE.EE	FFF.FF	GGG.GG
FICA	HHH.HH	III.II	JJJ.JJ
FICA QTD	KKK.KK	LLL.LL	MMM.MM
FICA TRANS IN	NNN.NN	OOO.OO	PPP.PP
FIRE FIGHTERS	WWW.WW	XXX.XX	YYY.YY
FOREIGN DIFF	QQQ.QQ	RRR.RR	SSS.SS
GROSS	TTT.TT	UUU.UU	VVV.VV
HAZARDOUS	WWW.WW	XXX.XX	YYY.YY
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                              |                          |
|------------------------------|--------------------------|
| A. Pay Block Number          | T. YTD-GROSS-OLD         |
| B. YTD-EIC-OLD-EARN          | U. YTD-GROSS-ADJ         |
| C. YTD-EIC-ADJ-EARN          | V. YTD-GROSS-CHG         |
| D. YTD-EIC-CHG-EARN          | W. YTD-HAZ-AMT-OLD-EARN  |
| E. YTD-FERS-EARN-OLD         | X. YTD-HAZ-AMT-ADJ-EARN  |
| F. YTD-FERS-EARN-ADJ         | Y. YTD-HAZ-AMT-CHG-EARN  |
| G. YTD-FERS-EARN-CHG         | Z. YTD-CNTY-TAX-OLD-EARN |
| H. YTD-EARN-FICA-OLD         | b. YTD-CNTY-TAX-ADJ-EARN |
| I. YTD-EARN-FICA-ADJ         | c. YTD-CNTY-TAX-CHG-EARN |
| J. YTD-EARN-FICA-CHG         | d. MTD-CNTY-TAX-OLD-EARN |
| K. YTD-QTD-EARN-FICA-OLD     | e. MTD-CNTY-TAX-ADJ-EARN |
| L. YTD-QTD-EARN-FICA-ADJ     | f. MTD-CNTY-TAX-CHG-EARN |
| M. YTD-QTD-EARN-FICA-CHG     | g. QTD-CNTY-TAX-OLD-EARN |
| N. YTD-FICA-TRANSFER-OLD     | h. QTD-CNTY-TAX-ADJ-EARN |
| O. YTD-FICA-TRANSFER-ADJ     | i. QTD-CNTY-TAX-CHG-EARN |
| P. YTD-FICA-TRANSFER-CHG     |                          |
| Q. YTD-FOREIGN-DIFF-OLD-EARN |                          |
| R. YTD-FOREIGN-DIFF-ADJ-EARN |                          |
| S. YTD-FOREIGN-DIFF-CHG-EARN |                          |

**REPORT 959    PAY PERIOD YTD ADJUSTMENTS - QYTDADJ    PAYROLL**  
**(PAGE 3 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE** The adjustment amount.

:

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 3 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
HIT	ZZZ.ZZ	bbb.bb	ccc.cc
HIT QTD	BBB.BB	CCC.CC	DDD.DD
LOCAL PAY	ddd.dd	eee.ee	fff.ff
LUMP SUM LV	EEE.EE	FFF.FF	GGG.GG
NET	ggg.gg	hhh.hh	iii.ii
NIGHT DIFF	HHH.HH	III.II	JJJ.JJ
OVERTIME	KKK.KK	LLL.LL	MMM.MM
PCS NOT SUBJ CITY TAX	NNN.NN	OOO.OO	PPP.PP
PCS CITY TAX	QQQ.QQ	RRR.RR	SSS.SS
PCS CITY MTD	TTT.TT	UUU.UU	VVV.VV
PCS CITY QTD	WWW.WW	XXX.XX	YYY.YY
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                            |                                     |
|----------------------------|-------------------------------------|
| A. Pay Block Number        | T. MTD-PCS-CITY-EARN-OLD            |
| B. QTD-EARN-HIT-OLD        | U. MTD-PCS-CITY-EARN-ADJ            |
| C. QTD-EARN-HIT-ADJ        | V. MTD-PCS-CITY-EARN-CHG            |
| D. QTD-EARN-HIT-CHG        | W. QTD-PCS-CITY-EARN-OLD            |
| E. YTD-LUMPSUM-LV-OLD-EARN | X. QTD-PCS-CITY-EARN-ADJ            |
| F. YTD-LUMPSUM-LV-ADJ-EARN | Y. QTD-PCS-CITY-EARN-CHG            |
| G. YTD-LUMPSUM-LV-CHG-EARN | Z. YTD-EARN-HIT-OLD                 |
| H. YTD-NITE-DIF-AMT-OLD    | b. YTD-EARN-HIT-ADJ                 |
| I. YTD-NITE-DIF-AMT-ADJ    | c. YTD-EARN-HIT-CHG                 |
| J. YTD-NITE-DIF-AMT-CHG    | d. Total Local Pay Ded Adj Old      |
| K. YTD-OT-AMT-OLD          | e. Total Local Pay Ded Adj New      |
| L. YTD-OT-AMT-ADJ          | f. Total Local Pay Ded Adj Diff     |
| M. YTD-OT-AMT-CHG          | g. Net Earn: YTD Cntl Old           |
| N. YTD-PCS-NS-CITY-OLD     | h. Net Earn: YTD Cntl New           |
| O. YTD-PCS-NS-CITY-ADJ     | i. Net Earn: YTD Cntl Diff          |
| P. YTD-PCS-NS-CITY-CHG     | j. Empl Trnsfr In Lcl Pay Cntr Old  |
| Q. YTD-PCS-SUB-CITY-OLD    | k. Empl Trnsfr In Lcl Pay Cntr New  |
| R. YTD-PCS-SUB-CITY-ADJ    | l. Empl Trnsfr In Lcl Pay Cntr Diff |
| S. YTD-PCS-SUB-CITY-CHG    |                                     |

**REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ**

PAYROLL

**(PAGE 4 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE** The adjustment amount.

:

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 4 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
PCS NOT SUB CNTY TAX	jjj.jj	kkk.kk	lll.ll
PCS CNTY TAX	zzz.zz	bbb.bb	ccc.cc
PCS CNTY MTD	bbb.bb	ccc.cc	ddd.dd
PCS CNTY QTD	eee.ee	fff.ff	ggg.gg
PCS FICA	ddd.dd	eee.ee	fff.ff
PCS FICA QTD	ttt.tt	uuu.uu	vvv.vv
PCS HIT	ggg.gg	hhh.hh	iii.ii
PCS HIT QTD	www.ww	xxx.xx	yyy.yy
PCS NOT SUBJ STATE TAX	hhh.hh	iii.ii	jjj.jj
PCS STATE TAX	kkk.kk	lll.ll	mmm.mm
PCS STATE MTD	nnn.nn	ooo.oo	ppp.pp
PCS STATE QTD	qqq.qq	rrr.rr	sss.ss
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                           |                                     |
|---------------------------|-------------------------------------|
| A. Pay Block Number       | T. PCS: FICA ERNGS QTD CNTL OLD     |
| B. MTD-PCS-CNTY-EARN-OLD  | U. PCS: FICA ERNGS QTD CNTL NEW     |
| C. MTD-PCS-CNTY-EARN-ADJ  | V. PCS: FICA ERNGS QTD CNTL DIFF    |
| D. MTD-PCS-CNTY-EARN-CHG  | W. PCS: HIT ERNGS QTD CNTL OLD      |
| E. QTD-PCS-CNTY-EARN-OLD  | X. PCS: HIT ERNGS QTD CNTL NEW      |
| F. QTD-PCS-CNTY-EARN-ADJ  | Y. PCS: HIT ERNGS QTD CNTL DIFF     |
| G. QTD-PCS-CNTY-EARN-CHG  | Z. YTD-PCS-SUB-CNTY-OLD             |
| H. YTD-PCS-NS-STATE-OLD   | b. YTD-PCS-SUB-CNTY-ADJ             |
| I. YTD-PCS-NS-STATE-ADJ   | c. YTD-PCS-SUB-CNTY-CHG             |
| J. YTD-PCS-NS-STATE-CHG   | d. PCS Cntrl Earn FICA YTD Old Amt  |
| K. YTD-PCS-SUB-STATE-OLD  | e. PCS Cntrl Earn FICA YTD New Amt  |
| L. YTD-PCS-SUB-STATE-ADJ  | f. PCS Cntrl Earn FICA YTD Diff Amt |
| M. YTD-PCS-SUB-STATE-CHG  | g. PCS Cntrl Earn HIT YTD Old Amt   |
| N. MTD-PCS-STATE-EARN-OLD | h. PCS Cntrl Earn HIT YTD New Amt   |
| O. MTD-PCS-STATE-EARN-ADJ | i. PCS Cntrl Earn HIT YTD Diff Amt  |
| P. MTD-PCS-STATE-EARN-CHG | j. YTD-PCS-NS-CNTY-OLD              |
| Q. QTD-PCS-STATE-EARN-OLD | k. YTD-PCS-NS-CNTY-ADJ              |
| R. QTD-PCS-STATE-EARN-ADJ | l. YTD-PCS-NS-CNTY-CHG              |
| S. QTD-PCS-STATE-EARN-CHG |                                     |

**REPORT 959    PAY PERIOD YTD ADJUSTMENTS – QYTDADJ    PAYROLL**  
**(PAGE 5 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSN or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE** The adjustment amount.

:

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 5 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
PCS NOT SUBJ FED TAX	KKK.KK	LLL.LL	MMM.MM
PCS FED TAX	NNN.NN	OOO.OO	PPP.PP
PCS FED TAX QTD	QQQ.QQ	RRR.RR	SSS.SS
RETENTION ALLOW	TTT.TT	UUU.UU	VVV.VV
STAFF DIFF	WWW.WW	XXX.XX	YYY.YY
STATE GROSS	ZZZ.ZZ	bbb.bb	ccc.cc
STATE GRS MTD	jjj.jj	kkk.kk	lll.ll
STATE GRS QTD	ddd.dd	eee.ee	fff.ff
STAT CUT	BBB.BB	CCC.CC	DDD.DD
SUNDAY DIFF	EEE.EE	FFF.FF	GGG.GG
SUPER DIFF	ggg.gg	hhh.hh	iii.ii
TAXABLE	HHH.HH	III.II	JJJ.JJ
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| A. Pay Block Number                 | T. Retention Allow: YTD Cntl Old   |
| B. YTD-STATUTORY-CT-OLD             | U. Retention Allow: YTD Cntl New   |
| C. YTD-STATUTORY-CT-ADJ             | V. Retention Allow: YTD Cntl Diff  |
| D. YTD-STATUTORY-CT-CHG             | W. Total Stff Diff Cntr Old        |
| E. YTD-SUNDAY-DIFF-AMT-OLD          | X. Total Stff Diff Cntr New        |
| F. YTD-SUNDAY-DIFF-AMT-ADJ          | Y. Total Stff Diff Cntr Diff       |
| G. YTD-SUNDAY-DIFF-AMT-CHG          | Z. YTD-STATE-TAX-EARN-OLD          |
| H. YTD-TAXABLE-OLD                  | b. YTD-STATE-TAX-EARN-ADJ          |
| I. YTD-TAXABLE-ADJ                  | c. YTD-STATE-TAX-EARN-CHG          |
| J. YTD-TAXABLE-CHG                  | d. QTD-STATE-TAX-EARN-OLD          |
| K. YTD-PCS-NS-FED-OLD               | e. QTD-STATE-TAX-EARN-ADJ          |
| L. YTD-PCS-NS-FED-ADJ               | f. QTD-STATE-TAX-EARN-CHG          |
| M. YTD-PCS-NS-FED-CHG               | g. Supervisory Diff: YTD Cntl OLD  |
| N. YTD-PCS-SUB-FED-OLD              | h. Supervisory Diff: YTD Cntl NEW  |
| O. YTD-PCS-SUB-FED-ADJ              | i. Supervisory Diff: YTD Cntl DIFF |
| P. YTD-PCS-SUB-FED-CHG              | j. MTD-STATE-TAX-EARN-OLD          |
| Q. PCS: FED TAX ERNGS QTD CNTL OLD  | k. MTD-STATE-TAX-EARN-ADJ          |
| R. PCS: FED TAX ERNGS QTD CNTL NEW  | l. MTD-STATE-TAX-EARN-CHG          |
| S. PCS: FED TAX ERNGS QTD CNTL DIFF |                                    |

**REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ**

PAYROLL

**(PAGE 6 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSPT or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE** The adjustment amount.

:

COMMAND: _____		NPPS		
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 6 OF 17		
-----				
PAY BLOCK: AA				
		OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:				
TAXABLE	MTD	ZZZ.ZZ	aaa.aa	bbb.bb
TAXABLE	QTD	ccc.cc	ddd.dd	eee.ee
TAXABLE	CITY	fff.ff	ggg.gg	hhh.hh
TAXABLE	CITY MTD	BBB.BB	CCC.CC	DDD.DD
TAXABLE	CITY QTD	EEE.EE	FFF.FF	GGG.GG
TAXABLE	CNTY	HHH.HH	III.II	JJJ.JJ
TAXABLE	CNTY MTD	KKK.KK	LLL.LL	MMM.MM
TAXABLE	CNTY QTD	NNN.NN	OOO.OO	PPP.PP
TAXABLE	STATE	QQQ.QQ	RRR.RR	SSS.SS
TAXABLE	STATE MTD	TTT.TT	UUU.UU	VVV.VV
TAXABLE	STATE QTD	WWW.WW	XXX.XX	YYY.YY
-----				
PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD		PF12= END		

- |                          |                         |
|--------------------------|-------------------------|
| A. Pay Block Number      | U. MTD-ST-TAXABLE-ADJ   |
| B. MTD-CITY-TAXABLE-OLD  | V. MTD-ST-TAXABLE-CHG   |
| C. MTD-CITY-TAXABLE-ADJ  | W. QTD-ST-TAXABLE-OLD   |
| D. MTD-CITY-TAXABLE-CHG  | X. QTD-ST-TAXABLE-ADJ   |
| E. QTD-CITY-TAXABLE-OLD  | Y. QTD-ST-TAXABLE-CHG   |
| F. QTD-CITY-TAXABLE-ADJ  | Z. MTD-TAXABLE-OLD      |
| G. QTD-CITY-TAXABLE-CHG  | a. MTD-TAXABLE-ADJ      |
| H. MTD-CNTY-TAXABLE-OLD  | b. MTD-TAXABLE-CHG      |
| I. MTD-CNTY-TAXABLE-ADJ  | c. QTD-TAXABLE-OLD      |
| J. MTD-CNTY-TAXABLE-CHG  | d. QTD-TAXABLE-ADJ      |
| N. QTD-CNTY-TAXABLE-OLD  | e. QTD-TAXABLE-CHG      |
| O. QTD-CNTY-TAXABLE-ADJ  | f. YTD-CITY-TAXABLE-OLD |
| P. QTD-CNTY-TAXABLE-CHG  | g. YTD-CITY-TAXABLE-ADJ |
| Q. YTD-STATE-TAXABLE-OLD | h. YTD-CITY-TAXABLE-CHG |
| R. YTD-STATE-TAXABLE-ADJ |                         |
| S. YTD-STATE-TAXABLE-CHG |                         |
| T. MTD-ST-TAXABLE-OLD    |                         |



**REPORT 959      PAY PERIOD YTD ADJUSTMENTS - QYTDADJ      PAYROLL**  
**(PAGE 7 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 7 OF 17		
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
TSP DEDUCTIONS:			
CY DED	BBB.BB	CCC.CC	DDD.DD
GOVT BASIC AMT DIST	EEE.EE	FFF.FF	GGG.GG
GOVT MATCH AMT DIST	HHH.HH	III.II	JJJ.JJ
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- A. Pay Block Number
- B. YTD-TSP-CY-DED-OLD
- C. YTD-TSP-CY-DED-ADJ
- D. YTD-TSP-CY-DED-CHG
- E. YTD-NASA-TSP-1PCT-OLD
- F. YTD-NASA-TSP-1PCT-ADJ
- G. YTD-NASA-TSP-1PCT-CHG
- H. YTD-NASA-TSP-MATCH-OLD
- I. YTD-NASA-TSP-MATCH-ADJ
- J. YTD-NASA-TSP-MATCH-CHG

**REPORT 959      PAY PERIOD YTD ADJUSTMENTS - QYTDADJ      PAYROLL**  
**(PAGE 8 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 8 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
TSP DEDUCTIONS:			
TSP STATE DED YTD	BBB.BB	CCC.CC	DDD.DD
TSP STATE DED MTD	EEE.EE	FFF.FF	GGG.GG
TSP STATE DED QTD	HHH.HH	III.II	JJJ.JJ
TSP CNTY DED YTD	KKK.KK	LLL.LL	MMM.MM
TSP CNTY DED MTD	NNN.NN	OOO.OO	PPP.PP
TSP CNTY DED QTD	QQQ.QQ	RRR.RR	SSS.SS
TSP CITY DED YTD	TTT.TT	UUU.UU	VVV.VV
TSP CITY DED MTD	WWW.WW	XXX.XX	YYY.YY
TSP CITY DED QTD	ZZZ.ZZ	bbb.bb	ccc.cc
TSP TRNS IN	ddd.dd	eee.ee	fff.ff
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                          |                                     |
|--------------------------|-------------------------------------|
| A. Pay Block Number      | Q. QTD-TSP-CNTY-DED-OLD             |
| B. YTD-TSP-STATE-DED-OLD | R. QTD-TSP-CNTY-DED-ADJ             |
| C. YTD-TSP-STATE-DED-ADJ | S. QTD-TSP-CNTY-DED-CHG             |
| D. YTD-TSP-STATE-DED-CHG | T. YTD-CITY-DED-OLD                 |
| E. MTD-TSP-STATE-DED-OLD | U. YTD-CITY-DED-ADJ                 |
| F. MTD-TSP-STATE-DED-ADJ | V. YTD-CITY-DED-CHG                 |
| G. MTD-TSP-STATE-DED-CHG | W. MTD-CITY-DED-OLD                 |
| H. QTD-TSP-STATE-DED-OLD | X. MTD-CITY-DED-ADJ                 |
| I. QTD-TSP-STATE-DED-ADJ | Y. MTD-CITY-DED-CHG                 |
| J. QTD-TSP-STATE-DED-CHG | Z. QTD-CITY-DED-OLD                 |
| K. YTD-TSP-CNTY-DED-OLD  | b. QTD-CITY-DED-ADJ                 |
| L. YTD-TSP-CNTY-DED-ADJ  | c. QTD-CITY-DED-CHG                 |
| M. YTD-TSP-CNTY-DED-CHG  | d. Empl Trnsfr In YTD TSP Cntr Old  |
| N. MTD-TSP-CNTY-DED-OLD  | e. Empl Trnsfr In YTD TSP Cntr New  |
| O. MTD-TSP-CNTY-DED-ADJ  | f. Empl Trnsfr In YTD TSP Cntr Diff |
| P. MTD-TSP-CNTY-DED-CHG  |                                     |

**REPORT 959    PAY PERIOD YTD ADJUSTMENTS - QYTDADJ    PAYROLL**  
**(PAGE 9 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 9 OF 17	
-----			
PAY BLOCK: AA		OLD TOTAL	NEW TOTAL
DEDUCTIONS:			DIFFERENCE
ADV PAY CUM	BBB.BB	CCC.CC	DDD.DD
ADV PAY YTD	EEE.EE	FFF.FF	GGG.GG
BANKRUPTCY	HHH.HH	III.II	JJJ.JJ
BANKRUPTCY CUM	KKK.KK	LLL.LL	MMM.MM
BILL OF COLL	NNN.NN	OOO.OO	PPP.PP
BOND	QQQ.QQ	RRR.RR	SSS.SS
CFC	TTT.TT	UUU.UU	VVV.VV
CHILD SUP	WWW.WW	XXX.XX	YYY.YY
CHILD SUP CUM	ZZZ.ZZ	bbb.bb	ccc.cc
COM GARNISH	ggg.gg	hhh.hh	iii.ii
COM GARNISH CUM	jjj.jj	kkk.kk	lll.ll
CITY TAX	ddd.dd	eee.ee	fff.ff
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                                    |                              |
|------------------------------------|------------------------------|
| A. Pay Block Number                | T. YTD-CFC-DEDUCTION-OLD     |
| B. Total Adv Pay Cum Ded Cntr Old  | U. YTD-CFC-DEDUCTION-ADJ     |
| C. Total Adv Pay Cum Ded Cntr New  | V. YTD-CFC-DEDUCTION-CHG     |
| D. Total Adv Pay Cum Ded Cntr Diff | W. YTD-CHILD-SUPP-OLD        |
| E. Total Adv Pay YTD Ded Cntr Old  | X. YTD-CHILD-SUPP-ADJ        |
| F. Total Adv Pay YTD Ded Cntr New  | Y. YTD-CHILD-SUPP-CHG        |
| G. Total Adv Pay YTD Ded Cntr Diff | Z. YTD-CHILD-SUPPORT-CUM-OLD |
| H. YTD-BANKRUPTCY-DED-OLD          | b. YTD-CHILD-SUPPORT-CUM-ADJ |
| I. YTD-BANKRUPTCY-DED-ADJ          | c. YTD-CHILD-SUPPORT-CUM-CHG |
| J. YTD-BANKRUPTCY-DED-CHG          | d. YTD-CITY-TAX-DED-OLD      |
| K. YTD-BANKRUPTCY-CUM-OLD          | e. YTD-CITY-TAX-DED-ADJ      |
| L. YTD-BANKRUPTCY-CUM-ADJ          | f. YTD-CITY-TAX-DED-CHG      |
| M. YTD-BANKRUPTCY-CUM-CHG          | g. Grnsh YTD Cntl Old        |
| N. YTD-BILL-OF-COLLECTION-OLD      | h. Grnsh YTD Cntl New        |
| O. YTD-BILL-OF-COLLECTION-ADJ      | i. Grnsh YTD Cntl Diff       |
| P. YTD-BILL-OF-COLLECTION-CHG      | j. Grnsh Cum Cntr Old        |
| Q. YTD-BOND-DED-OLD                | k. Grnsh Cum Cntr New        |
| R. YTD-BOND-DED-ADJ                | l. Grnsh Cum Cntr Diff       |
| S. YTD-BOND-DED-CHG                |                              |

**REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ**

PAYROLL

**(PAGE10 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE** The adjustment amount.

:

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 10 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
CITY TAX MTD	WWW.WW	XXX.XX	YYY.YY
CITY TAX QTD	ZZZ.ZZ	bbb.bb	ccc.cc
CIV SVS CR PR	ddd.dd	eee.ee	fff.ff
CIV SVS CR	BBB.BB	CCC.CC	DDD.DD
CIV SVS CUM	EEE.EE	FFF.FF	GGG.GG
CIV SVS TRSF	HHH.HH	III.II	JJJ.JJ
CIV SVS TRSF OUT	ggg.gg	hhh.hh	iii.ii
CNTY TAX	KKK.KK	LLL.LL	MMM.MM
CNTY TAX MTD	NNN.NN	OOO.OO	PPP.PP
CNTY TAX QTD	QQQ.QQ	RRR.RR	SSS.SS
CSRS PRIOR	jjj.jj	kkk.kk	lll.ll
CSRS	TTT.TT	UUU.UU	VVV.VV
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                              |                                     |
|------------------------------|-------------------------------------|
| A. Pay Block Number          | T. YTD-CSRS-OLD                     |
| B. YTD-CIV-SERV-CREDIT-OLD   | U. YTD-CSRS-ADJ                     |
| C. YTD-CIV-SERV-CREDIT-ADJ   | V. YTD-CSRS-CHG                     |
| D. YTD-CIV-SERV-CREDIT-CHG   | W. MTD-CITY-TAX-DED-OLD             |
| E. YTD-CIV-SERV-CUM-OLD      | X. MTD-CITY-TAX-DED-ADJ             |
| F. YTD-CIV-SERV-CUM-ADJ      | Y. MTD-CITY-TAX-DED-CHG             |
| G. YTD-CIV-SERV-CUM-CHG      | Z. QTD-CITY-TAX-DED-OLD             |
| H. YTD-CIV-SERV-TRANSFER-OLD | b. QTD-CITY-TAX-DED-ADJ             |
| I. YTD-CIV-SERV-TRANSFER-ADJ | c. QTD-CITY-TAX-DED-CHG             |
| J. YTD-CIV-SERV-TRANSFER-CHG | d. CSRS: CIV SERV CR PYCO CNTL OLD  |
| K. YTD-COUNTY-TAX-DED-OLD    | e. CSRS: CIV SERV CR PYCO CNTL NEW  |
| L. YTD-COUNTY-TAX-DED-ADJ    | f. CSRS: CIV SERV CR PYCO CNTL DIFF |
| M. YTD-COUNTY-TAX-DED-CHG    | g. CSRS: CIV SV CR TR OUT CNTR OLD  |
| N. MTD-COUNTY-TAX-DED-OLD    | h. CSRS: CIV SV CR TR OUT CNTR NEW  |
| O. MTD-COUNTY-TAX-DED-ADJ    | i. CSRS: CIV SV CR TR OUT CNTR DIFF |
| P. MTD-COUNTY-TAX-DED-CHG    | j. CSRS: PYCO CNTL OLD              |
| Q. QTD-COUNTY-TAX-DED-OLD    | k. CSRS: PYCO CNTL NEW              |
| R. QTD-COUNTY-TAX-DED-ADJ    | l. CSRS: PYCO CNTL DIFF             |
| S. QTD-COUNTY-TAX-DED-CHG    |                                     |

**REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ**

PAYROLL

**(PAGE 11 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSN or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 11 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
CSRS CUM TRANSFER	WWW.WW	XXX.XX	YYY.YY
CSRS GOVT	ZZZ.ZZ	bbb.bb	ccc.cc
CSRS TRNS OUT	ddd.dd	eee.ee	fff.ff
CSRS NASA CUM	BBB.BB	CCC.CC	DDD.DD
CSRS MIL DEP PRIOR	ggg.gg	hhh.hh	iii.ii
CSRS MIL DEP	EEE.EE	FFF.FF	GGG.GG
CSRS MIL DEP CUM	HHH.HH	III.II	JJJ.JJ
CSRS MIL DEP INT	KKK.KK	LLL.LL	MMM.MM
CSRS MIL DEP INT CUM	NNN.NN	OOO.OO	PPP.PP
CSRS MIL DEP TRANSFER	QQQ.QQ	RRR.RR	SSS.SS
CSRS MIL TR OUT	jjj.jj	kkk.kk	lll.ll
FED TAX	TTT.TT	UUU.UU	VVV.VV
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                             |                                 |
|-----------------------------|---------------------------------|
| A. Pay Block Number         | T. YTD-FED-WH-OLD               |
| B. CUM-CSRS-NASA-OLD        | U. YTD-FED-WH-ADJ               |
| C. CUM-CSRS-NASA-ADJ        | V. YTD-FED-WH-CHG               |
| D. CUM-CSRS-NASA-CHG        | W. CUM-CSRS-TRANSFER-OLD        |
| E. YTD-CSRS-MIL-DEP-OLD     | X. CUM-CSRS-TRANSFER-ADJ        |
| F. YTD-CSRS-MIL-DEP-ADJ     | Y. CUM-CSRS-TRANSFER-CHG        |
| G. YTD-CSRS-MIL-DEP-CHG     | Z. YTD-CSRS-GOVT-OLD            |
| H. CUM-CSRS-MD-OLD          | b. YTD-CSRS-GOVT-ADJ            |
| I. CUM-CSRS-MD-ADJ          | c. YTD-CSRS-GOVT-CHG            |
| J. CUM-CSRS-MD-CHG          | d. CSRS: TRAN OUT CNTL OLD      |
| K. YTD-CSRS-MD-INT-OLD      | e. CSRS: TRAN OUT CNTL NEW      |
| L. YTD-CSRS-MD-INT-ADJ      | f. CSRS: TRAN OUT CNTL DIFF     |
| M. YTD-CSRS-MD-INT-CHG      | g. CSRS: MIL PYCO CNTL OLD      |
| N. CUM-CSRS-MD-INT-OLD      | h. CSRS: MIL PYCO CNTL NEW      |
| O. CUM-CSRS-MD-INT-ADJ      | i. CSRS: MIL PYCO CNTL DIFF     |
| P. CUM-CSRS-MD-INT-CHG      | j. CSRS MIL: TRAN OUT CNTL OLD  |
| Q. YTD-CSRS-MD-TRANSFER-OLD | k. CSRS MIL: TRAN OUT CNTL NEW  |
| R. YTD-CSRS-MD-TRANSFER-ADJ | l. CSRS MIL: TRAN OUT CNTL DIFF |
| S. YTD-CSRS-MD-TRANSFER-CHG |                                 |

**REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 12 OF 17) PAYROLL**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 12 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FED TAX QTD	BBB.BB	CCC.CC	DDD.DD
FEGLI TOTAL	EEE.EE	FFF.FF	GGG.GG
FEGLI GOVT	HHH.HH	III.II	JJJ.JJ
FEHB	KKK.KK	LLL.LL	MMM.MM
FEHB GOVT	NNN.NN	OOO.OO	PPP.PP
FERS PRIOR	QQQ.QQ	RRR.RR	SSS.SS
FERS - K FUND	TTT.TT	UUU.UU	VVV.VV
FERS - L FUND	WWW.WW	XXX.XX	YYY.YY
FERS - M FUND	ZZZ.ZZ	bbb.bb	ccc.cc
FERS - N FUND	ddd.dd	eee.ee	fff.ff
FERS TRNS IN	ggg.gg	hhh.hh	iii.ii
FERS TRNS OUT	jjj.jj	kkk.kk	lll.ll
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

A. Pay Block Number	K. YTD-FEHB-OLD	U. FERS: (K) YTD CNTL NEW
B. QTD-FED-TAX-OLD	L. YTD-FEHB-ADJ	V. FERS: (K) YTD CNTL DIFF
C. QTD-FED-TAX-ADJ	M. YTD-FEHB-CHG	W. FERS: (L) YTD CNTL OLD
D. QTD-FED-TAX-CHG	N. YTD-FEHB-GOVT-OLD	X. FERS: (L) YTD CNTL NEW
E. YTD-FEGLI-TOTAL-OLD	O. YTD-FEHB-GOVT-ADJ	Y. FERS: (L) YTD CNTL DIFF
F. YTD-FEGLI-TOTAL-ADJ	P. YTD-FEHB-GOVT-CHG	Z. FERS: (M) YTD CNTL OLD
G. YTD-FEGLI-TOTAL-CHG	Q. FERS: PYCO CNTL OLD	
H. YTD-FEGLI-GOVT-OLD	R. FERS: PYCO CNTL NEW	
I. YTD-FEGLI-GOVT-ADJ	S. FERS: PYCO CNTL DIFF	
J. YTD-FEGLI-GOVT-CHG	T. FERS: (K) YTD CNTL OLD	

b. FERS: (M) YTD CNTL NEW

c. FERS: (M) YTD CNTL DIFF

d. FERS: (N) YTD CNTL OLD

e. FERS: (N) YTD CNTL NEW

f. FERS: (N) YTD CNTL DIFF

g. FERS: TRAN IN CNTL OLD

h. FERS: TRAN IN CNTL NEW

i. FERS: TRAN IN CNTL DIFF

j. FERS: TRAN OUT CNTL OLD

k. FERS: TRAN OUT CNTL NEW

l. FERS: TRAN OUT CNTL DIFF

**REPORT 959      PAY PERIOD YTD ADJUSTMENTS - QYTDADJ      PAYROLL**  
**(Page 13 of 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 13 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FERS GOVT CONT - K FUND	BBB.BB	CCC.CC	DDD.DD
FERS GOVT CONT - L FUND	EEE.EE	FFF.FF	GGG.GG
FERS GOVT CONT - M FUND	HHH.HH	III.II	JJJ.JJ
FERS GOVT CONT - N FUND	KKK.KK	LLL.LL	MMM.MM
FERS MIL DEP PR	NNN.NN	OOO.OO	PPP.PP
FERS MIL DEP	QQQ.QQ	RRR.RR	SSS.SS
FERS MIL DEP CUM	TTT.TT	UUU.UU	VVV.VV
FERS MIL DEP INT	WWW.WW	XXX.XX	YYY.YY
FERS MIL DEP INT CUM	ZZZ.ZZ	bbb.bb	ccc.cc
FERS MIL DEP TRANSFER	ddd.dd	eee.ee	fff.ff
FERS MIL TR OUT	ggg.gg	hhh.hh	iii.ii
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                                 |                                 |
|---------------------------------|---------------------------------|
| A. Pay Block Number             | U. CUM-FERS-MIL-DEP-ADJ         |
| B. FERS: GOVT (K) YTD CNTL OLD  | V. CUM-FERS-MIL-DEP-CHG         |
| C. FERS: GOVT (K) YTD CNTL NEW  | W. YTD-FERS-MD-INT-OLD          |
| D. FERS: GOVT (K) YTD CNTL DIFF | X. YTD-FERS-MD-INT-ADJ          |
| E. FERS: GOVT (L) YTD CNTL OLD  | Y. YTD-FERS-MD-INT-CHG          |
| F. FERS: GOVT (L) YTD CNTL NEW  | Z. CUM-FERS-MD-INT-OLD          |
| G. FERS: GOVT (L) YTD CNTL DIFF | b. CUM-FERS-MD-INT-ADJ          |
| H. FERS: GOVT (M) YTD CNTL OLD  | c. CUM-FERS-MD-INT-CHG          |
| I. FERS: GOVT (M) YTD CNTL NEW  | d. YTD-FERS-MD-TRANSFER-OLD     |
| J. FERS: GOVT (M) YTD CNTL DIFF | e. YTD-FERS-MD-TRANSFER-ADJ     |
| K. FERS: GOVT (N) YTD CNTL OLD  | f. YTD-FERS-MD-TRANSFER-CHG     |
| L. FERS: GOVT (N) YTD CNTL NEW  | g. FERS: MIL TRAN OUT CNTL OLD  |
| M. FERS: GOVT (N) YTD CNTL DIFF | h. FERS: MIL TRAN OUT CNTL NEW  |
| N. FERS: MIL PYCO CNTL OLD      | i. FERS: MIL TRAN OUT CNTL DIFF |
| O. FERS: MIL PYCO CNTL NEW      |                                 |
| P. FERS: MIL PYCO CNTL DIFF     |                                 |
| Q. YTD-FERS-MIL-DEP-OLD         |                                 |
| R. YTD-FERS-MIL-DEP-ADJ         |                                 |
| S. YTD-FERS-MIL-DEP-CHG         |                                 |
| T. CUM-FERS-MIL-DEP-OLD         |                                 |

**REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ**

PAYROLL

**(Page 14 of 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 14 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FERS NASA CUM	BBB.BB	CCC.CC	DDD.DD
FICA	EEE.EE	FFF.FF	GGG.GG
FICA QTD	HHH.HH	III.II	JJJ.JJ
FICA GOVT	KKK.KK	LLL.LL	MMM.MM
FICA GOVT QTD	NNN.NN	OOO.OO	PPP.PP
FICA TRNS IN	QQQ.QQ	RRR.RR	SSS.SS
HIT	TTT.TT	UUU.UU	VVV.VV
HIT QTD	WWW.WW	XXX.XX	YYY.YY
HIT GOVT	ZZZ.ZZ	bbb.bb	ccc.cc
HIT GOVT QTD	ddd.dd	eee.ee	fff.ff
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                          |                           |
|--------------------------|---------------------------|
| A. Pay Block Number      | Q. YTD-FICA-TRANS-DED-OLD |
| B. CUM-NASA-FERS-DED-OLD | R. YTD-FICA-TRANS-DED-ADJ |
| C. CUM-NASA-FERS-DED-ADJ | S. YTD-FICA-TRANS-DED-CHG |
| D. CUM-NASA-FERS-DED-CHG | T. YTD-HIT-OLD            |
| E. YTD-FICA-OLD          | U. YTD-HIT-ADJ            |
| F. YTD-FICA-ADJ          | V. YTD-HIT-CHG            |
| G. YTD-FICA-CHG          | W. YTD-QTD-HIT-OLD        |
| H. YTD-QTD-FICA-OLD      | X. YTD-QTD-HIT-ADJ        |
| I. YTD-QTD-FICA-ADJ      | Y. YTD-QTD-HIT-CHG        |
| J. YTD-QTD-FICA-CHG      | Z. YTD-HIT-GOVT-OLD       |
| K. YTD-FICA-GOVT-OLD     | b. YTD-HIT-GOVT-ADJ       |
| L. YTD-FICA-GOVT-ADJ     | c. YTD-HIT-GOVT-CHG       |
| M. YTD-FICA-GOVT-CHG     | d. QTD-HIT-GOVT-OLD       |
| N. QTD-FICA-GOVT-OLD     | e. QTD-HIT-GOVT-ADJ       |
| O. QTD-FICA-GOVT-ADJ     | f. QTD-HIT-GOVT-CHG       |
| P. QTD-FICA-GOVT-CHG     |                           |



**REPORT 959      PAY PERIOD YTD ADJUSTMENTS - QYTDADJ      PAYROLL**  
**(Page 15 of 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 15 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
INDEBT	BBB.BB	CCC.CC	DDD.DD
INDEBT CUM	EEE.EE	FFF.FF	GGG.GG
MISC	HHH.HH	III.II	JJJ.JJ
NEBA BASIC	KKK.KK	LLL.LL	MMM.MM
NEBA OPTIONAL	NNN.NN	OOO.OO	PPP.PP
NEBA SPOUSE	QQQ.QQ	RRR.RR	SSS.SS
NEBA TOTAL	TTT.TT	UUU.UU	VVV.VV
NEBA BASIC QTD	WWW.WW	XXX.XX	YYY.YY
NEBA OPT QTD	ZZZ.ZZ	bbb.bb	ccc.cc
NEBA SPOUSE QTD	ddd.dd	eee.ee	fff.ff
NEBA QTD TOT	ggg.gg	hhh.hh	iii.ii
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                                   |                              |
|-----------------------------------|------------------------------|
| A. Pay Block Number               | S. YTD-NEBA-SPOUSE-DED-CHG   |
| B. INDEBT DUE U.S.: YTD CNTL OLD  | T. YTD-NEBA-TOTAL-DED-OLD    |
| C. INDEBT DUE U.S.: YTD CNTL NEW  | U. YTD-NEBA-TOTAL-DED-ADJ    |
| D. INDEBT DUE U.S.: YTD CNTL DIFF | V. YTD-NEBA-TOTAL-DED-CHG    |
| E. YTD-US-INDEBT-CUM-OLD          | W. QTD-NEBA-BASIC-OLD        |
| F. YTD-US-INDEBT-CUM-ADJ          | X. QTD-NEBA-BASIC-ADJ        |
| G. YTD-US-INDEBT-CUM-CHG          | Y. QTD-NEBA-BASIC-CHG        |
| H. YTD-MISC-DED-OLD               | Z. QTD-NEBA-OPTIONAL-DED-OLD |
| I. YTD-MISC-DED-ADJ               | b. QTD-NEBA-OPTIONAL-DED-ADJ |
| J. YTD-MISC-DED-CHG               | c. QTD-NEBA-OPTIONAL-DED-CHG |
| K. YTD-NEBA-BASIC-OLD             | d. QTD-NEBA-SPOUSE-DED-OLD   |
| L. YTD-NEBA-BASIC-ADJ             | e. QTD-NEBA-SPOUSE-DED-ADJ   |
| M. YTD-NEBA-BASIC-CHG             | f. QTD-NEBA-SPOUSE-DED-CHG   |
| N. YTD-NEBA-OPTIONAL-DED-OLD      | g. QTD-NEBA-TOTAL-DED-OLD    |
| O. YTD-NEBA-OPTIONAL-DED-ADJ      | h. QTD-NEBA-TOTAL-DED-ADJ    |
| P. YTD-NEBA-OPTIONAL-DED-CHG      | i. QTD-NEBA-TOTAL-DED-CHG    |
| Q. YTD-NEBA-SPOUSE-DED-OLD        |                              |
| R. YTD-NEBA-SPOUSE-DED-ADJ        |                              |

**REPORT 959      PAY PERIOD YTD ADJUSTMENTS - QYTDADJ      PAYROLL**  
**(PAGE 16 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPPS	
NA01530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 16 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
PCS CITY TAX	BBB.BB	CCC.CC	DDD.DD
PCS CITY MTD	EEE.EE	FFF.FF	GGG.GG
PCS CITY QTD	HHH.HH	III.II	JJJ.JJ
PCS CNTY TAX	KKK.KK	LLL.LL	MMM.MM
PCS CNTY MTD	NNN.NN	OOO.OO	PPP.PP
PCS CNTY QTD	QQQ.QQ	RRR.RR	SSS.SS
PCS FICA	TTT.TT	UUU.UU	VVV.VV
PCS FICA QTD	ddd.dd	eee.ee	fff.ff
PCS HIT	WWW.WW	XXX.XX	YYY.YY
PCS HIT QTD	ggg.gg	hhh.hh	iii.ii
PCS STATE TAX	ZZZ.ZZ	bbb.bb	ccc.cc
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                               |                                |
|-------------------------------|--------------------------------|
| A. Pay Block Number           | S. QTD-PCS-CNTY-DED-CHG        |
| B. YTD-PCS-CITY-TAX-DED-OLD   | T. YTD-PCS-FICA-DED-OLD        |
| C. YTD-PCS-CITY-TAX-DED-ADJ   | U. YTD-PCS-FICA-DED-ADJ        |
| D. YTD-PCS-CITY-TAX-DED-CHG   | V. YTD-PCS-FICA-DED-CHG        |
| E. MTD-PCS-CITY-DED-OLD       | W. YTD-PCS-HIT-DED-OLD         |
| F. MTD-PCS-CITY-DED-ADJ       | X. YTD-PCS-HIT-DED-ADJ         |
| G. MTD-PCS-CITY-DED-CHG       | Y. YTD-PCS-HIT-DED-CHG         |
| H. QTD-PCS-CITY-DED-OLD       | Z. YTD-PCS-STATE-TAX-DED-OLD   |
| I. QTD-PCS-CITY-DED-ADJ       | b. YTD-PCS-STATE-TAX-DED-ADJ   |
| J. QTD-PCS-CITY-DED-CHG       | c. YTD-PCS-STATE-TAX-DED-CHG   |
| K. YTD-PCS-COUNTY-TAX-DED-OLD | d. PCS: FICA DED QTD CNTL OLD  |
| L. YTD-PCS-COUNTY-TAX-DED-ADJ | e. PCS: FICA DED QTD CNTL NEW  |
| M. YTD-PCS-COUNTY-TAX-DED-CHG | f. PCS: FICA DED QTD CNTL DIFF |
| N. MTD-PCS-CNTY-DED-OLD       | g. PCS: HIT DED QTD CNTL OLD   |
| O. MTD-PCS-CNTY-DED-ADJ       | h. PCS: HIT DED QTD CNTL NEW   |
| P. MTD-PCS-CNTY-DED-CHG       | i. PCS: HIT DED QTD CNTL DIFF  |
| Q. QTD-PCS-CNTY-DED-OLD       |                                |
| R. QTD-PCS-CNTY-DED-ADJ       |                                |

**REPORT 959      PAY PERIOD YTD ADJUSTMENTS - QYTDADJ      PAYROLL**  
**(PAGE 17 OF 17)**

**PURPOSE:** To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

**CONTENT:** For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process

**OLD TOTAL:** The accumulation value before the adjustment is applied is added to this field.

**NEW TOTAL:** The accumulation value after the adjustment is applied is added to this field.

**DIFFERENCE:** The adjustment amount.

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 17 OF 17	
-----			
PAY BLOCK: AA			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
PCS STATE MTD	ZZZ.ZZ	aaa.aa	bbb.bb
PCS STATE QTD	ccc.cc	ddd.dd	eee.ee
PCS FED TAX	BBB.BB	CCC.CC	DDD.DD
PCS FED TAX QTD	fff.ff	ggg.gg	hhh.hh
STATE TAX	EEE.EE	FFF.FF	GGG.GG
STATE TAX MTD	HHH.HH	III.II	JJJ.JJ
STATE TAX QTD	KKK.KK	LLL.LL	MMM.MM
TSP LOAN DED 1	NNN.NN	OOO.OO	PPP.PP
TSP LOAN DED 2	QQQ.QQ	RRR.RR	SSS.SS
UNION DUES	TTT.TT	UUU.UU	VVV.VV
VOLUNTARY ALLOT	WWW.WW	XXX.XX	YYY.YY
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                            |                                  |
|----------------------------|----------------------------------|
| A. Pay Block Number        | S. YTD-TSP-LOAN2-DED-CHG         |
| B. YTD-PCS-FED-TAX-DED-OLD | T. YTD-UNION-DUES-DED-OLD        |
| C. YTD-PCS-FED-TAX-DED-ADJ | U. YTD-UNION-DUES-DED-ADJ        |
| D. YTD-PCS-FED-TAX-DED-CHG | V. YTD-UNION-DUES-DED-CHG        |
| E. YTD-STATE-TAX-DED-OLD   | W. YTD-VOL-ALLOT-DED-OLD         |
| F. YTD-STATE-TAX-DED-ADJ   | X. YTD-VOL-ALLOT-DED-ADJ         |
| G. YTD-STATE-TAX-DED-CHG   | Y. YTD-VOL-ALLOT-DED-CHG         |
| H. MTD-STATE-TAX-DED-OLD   | Z. MTD-PCS-STATE-DED-OLD         |
| I. MTD-STATE-TAX-DED-ADJ   | a. MTD-PCS-STATE-DED-ADJ         |
| J. MTD-STATE-TAX-DED-CHG   | b. MTD-PCS-STATE-DED-CHG         |
| K. QTD-STATE-TAX-DED-OLD   | c. QTD-PCS-STATE-DED-OLD         |
| L. QTD-STATE-TAX-DED-ADJ   | d. QTD-PCS-STATE-DED-ADJ         |
| M. QTD-STATE-TAX-DED-CHG   | e. QTD-PCS-STATE-DED-CHG         |
| N. YTD-TSP-LOAN1-DED-OLD   | f. PCS:FED TAX DED QTD CNTL OLD  |
| O. YTD-TSP-LOAN1-DED-ADJ   | g. PCS:FED TAX DED QTD CNTL NEW  |
| P. YTD-TSP-LOAN1-DED-CHG   | h. PCS:FED TAX DED QTD CNTL DIFF |
| Q. YTD-TSP-LOAN2-DED-OLD   |                                  |
| R. YTD-TSP-LOAN2-DED-ADJ   |                                  |

**REPORT 960      VOUCHER INFORMATION - SF 2812, SF 2812A, AND      PAYROLL**  
**OPM1523 INSURANCE**

**PURPOSE:** To provide current pay period information that will support preparation of SF 2812 and OPM1523.

**CONTENT:** Total Center Life Insurance Deductions for current pay period.

**SEQUENCE:** N/A

COMMAND:		NPPS		09/05/89 11:11:31	
NAO4900		VOUCHER INFORMATION - SF 2812, SF 1812A, AND OPM1523 INSURANCE			24
LIFE INSURANCE:	EMPL	W.H.	GOVT. CONTR.	DEDUCTIONS	NOT DEDUCTED
BASIC LIFE	A		B	O	b
OPT A STND	C			P	c
OPT B ADDL	D			Q	d
OPT C FAMILY	E			R	e
TOTAL	F			S	f
OPT B BREAK OUT					
UNDER 35	G			T	g
35-39	H			U	h
40-44	I			V	i
45-49	J			W	j
50-54	K			X	k
55-59	L			Y	l
60-64	M			Z	m
65-69	o			8	s
70-UP	p			r	t
	N			a	n
PF1 = HELP      PF3 = PREVIOUS      PF5 = MAIN MENU      PF12 = END					

- A. REG-TOT-EMP-BASIC-LIFE + FEGLI: Basic Life Adj + FEGLI: Basic YTD Cntl Diff
- B. Total of (FEGLI: Govt Contr B/W + FEGLI: Govt Contr Adj + FEGLI: Govt Contr YTD Cntl Diff
- C. REG-TOT-OPTION-A-INS + FEGLI: Opt 'A' Adj + FEGLI: Opt 'A' YTD
- D. (G + H + I + J + K + L + M + o + p) + FEGLI: Opt 'B' Adj + FEGLI: Opt 'B' YTD
- E. REG-TOT-OPTION-C-INS + FEGLI: Family Adj + FEGLI: Opt 'C' YTD
- F. A + C + D + E
- G. REG-TOT-OPT-B-AGE-GROUP-1 + By Age Group FEGLI-OPTIONAL-B-ADJ
- H. REG-TOT-OPT-B-AGE-GROUP-2 + By Age Group FEGLI-OPTIONAL-B-ADJ
- I. REG-TOT-OPT-B-AGE-GROUP-3 + By Age Group FEGLI-OPTIONAL-B-ADJ
- J. REG-TOT-OPT-B-AGE-GROUP-4 + By Age Group FEGLI-OPTIONAL-B-ADJ
- K. REG-TOT-OPT-B-AGE-GROUP-5 + By Age Group FEGLI-OPTIONAL-B-ADJ
- L. REG-TOT-OPT-B-AGE-GROUP-6 + By Age Group FEGLI-OPTIONAL-B-ADJ
- M. REG-TOT-OPT-B-AGE-GROUP-7 + By Age Group FEGLI-OPTIONAL-B-ADJ
- o. REG-TOT-OPT-B-AGE-GROUP-8 + By Age Group FEGLI-OPTIONAL-B-ADJ
- p. REG-TOT-OPT-B-AGE-GROUP-9 + By Age Group FEGLI-OPTIONAL-B-ADJ
- N. G + H + I + J + K + L + M + o + p

REPORT 960 VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM1523  
INSURANCE  
DATA ELEMENTS (cont'd)

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O, P, Q, R, T, U, V, W, X, Y, Z, q, r: Count of Deductions in Category

b, c, d, e, g, h, i, j, k, l, m, s, t: Count of No Deductions in Category

S.  $O + P + Q + R + S$

a.  $T + U + V + W + X + Y + Z + q + r$

f.  $b + c + d + e$

n.  $g + h + i + j + k + l + m + s + t$

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation Code equal to user designated center code
- Reactivation Indicator not equal 3
- Duty Status not equal 'Z'

**REPORT 961 TSP VOUCHER INFORMATION - TSP2**

PAYROLL

**PURPOSE:** To provide current pay period information that will support preparation of TSP-2.

**CONTENT:** Total center TSP deduction and contribution dollars for the current pay period.

**SEQUENCE:** N/A

COMMAND: NAO4910		NPPS TSP VOUCHER INFORMATION - TSP2		09/05/89 11:11:31 2
CURRENT AND LATE	G FUND	F FUND	C FUND	TOTAL
EMP DED:	AAAA.AA	BBBB.BB	CCCC.CC	DDDD.DD
GOV BASIC:	EEEE.EE	FFFF.FF	GGGG.GG	HHHH.HH
GOV MATCH:	IIII.II	JJJJ.JJ	KKKK.KK	LLLL.LL
TOTAL:	MMMM.MM	NNNN.NN	OOOO.OO	PPPP.PP
NEGATIVE ADJ	G FUND	F FUND	C FUND	TOTAL
EMP DED:	QQQQ.QQ	RRRR.RR	SSSS.SS	TTTT.TT
GOV BASIC:	UUUU.UU	VVVV.VV	WWWW.WW	XXXX.XX
GOV MATCH:	YYYY.YY	ZZZZ.ZZ	bbbb.bb	cccc.cc
TOTAL:	dddd.dd	eeee.ee	ffff.ff	gggg.gg
CONTROL TOTAL				aaaa.aa
PF1 = HELP PF3 = PREVIOUS PF5 = MAIN MENU PF12 = END				

- A. Total of (TSP: Emp Dist G-Fund + TSP: Emp Curr TSP Ded G-Fund Adj + TSP: Rec 41 Emp G-Fund Amt\*)
- B. Total of (TSP: Emp Dist F-Fund + TSP: Emp Curr TSP Ded F-Fund Adj + TSP: Rec 41 Emp F-Fund Amt\*)
- C. Total of (TSP: Emp Dist C-Fund + TSP: Emp Curr TSP Ded C-Fund Adj + TSP: Rec 41 Emp C-Fund Amt\*)
- D. A + B + C
- E. Total of (TSP: Govt Basic Amt G-Fund + TSP: Gov Basic Cur PP G-Fund Adj + TSP: Rec 41 G-B G-Fund Amt\*)
- F. Total of (TSP: Govt Basic Amt F-Fund + TSP: Gov Basic Cur PP F-Fund Adj + TSP: Rec 41 G-B F-Fund Amt\*)
- G. Total of (TSP: Govt Basic Amt C-Fund + TSP: Gov Basic Cur PP C-Fund Adj + TSP: Rec 41 G-B C-Fund Amt\*)
- H. E + F + G
- I. Total of (TSP: Govt Match Amt G-Fund + TSP: Gov Match Cur PP G-Fund Adj + TSP: Rec 41 G-M G-Fund Amt\*)
- J. Total of TSP: Govt Match Amt F-Fund + TSP: Gov Match Cur PP F-Fund Adj + TSP: Rec 41 G-M F-Fund Amt\*)

REPORT 961 TSP VOUCHER INFORMATION - TSP2  
 DATA ELEMENTS (cont'd)

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- K. Total of (TSP: Govt Match Amt C-Fund + TSP: Gov Match Cur PP C-Fund Adj + TSP: Rec 41 G-M C-Fund Amt\*)
- L.  $I + J + K$
- M.  $A + E + I$
- N.  $B + F + J$
- O.  $C + G + K$
- P.  $M + N + O$
- Q. Total of (TSP: Rec 21 Emp G-Fund Amt\*)
- R. Total of (TSP: Rec 21 Emp F-Fund Amt\*)
- S. Total of (TSP: Rec 21 Emp C-Fund Amt\*)
- T.  $Q + R + S$
- U. Total of (TSP: Rec 21 G-B G-Fund Amt\*)
- V. Total of (TSP: Rec 21 G-B F-Fund Amt\*)
- W. Total of (TSP: Rec 21 G-B C-Fund Amt\*)
- X.  $U + V + W$
- Y. Total of (TSP: Rec 21 G-M G-Fund Amt\*)
- Z. Total of (TSP: Rec 21 G-M F-Fund Amt\*)
- a.  $p + g$
- b. Total of (TSP: Rec 21 G-M C-Fund Amt\*)
- c.  $Y + Z + b$
- d.  $Q + U + Y$
- e.  $R + V + Z$
- f.  $S + W + b$
- g.  $d + e + f$

#### SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equal to user designated center code

\* For TSP Rec 21/Rec 41 selection criteria in file NPS2-PAY-TSP-ADJ

- Installation code equal to user designated center code
- TSP: Rec 21 is in PE (1-26)
- TSP: Rec 41 is in PE (27-52)
- TSP: Adjustment Date (1-52) not equal to 0

**REPORT 962****SF 1166 INFORMATION - STATE/LOCAL TAXES**

PAYROLL

**PURPOSE:** To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

**CONTENT:** Total center local tax deduction dollars for each local taxing entity and grand total for the current pay period.

**SEQUENCE:** By Taxing Authority Name

COMMAND: NPPS		
NAO4930 SF1166 INFORMATION - STATE/LOCAL TAXES		
STATE/CITY/COUNTY	AMOUNT	GROSS EARNINGS
AAAAAAAAAAAAAA	BBB.BB	DDDDDDDDDD.DD
ARIZONA	39.12	1000.00
CALIFORNIA	271.64	24000.00
COLORADO	42.94	300.00
NEW MEXICO	98.60	1200.00
CLEVELAND OH	12.00	200.00
TOTAL AMOUNT	CCC.CC	EEEEEEEEEE.EE
PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END		
ENTER = NEXT SCREEN		

- A. Taxing Authority Name
- B. Total of [State Tax: B/W + State Tax: Cur Adjustment + State Tax: Frmr Adj + State Tax: Award B/W (if Award: Designated Agent Check not = Blank) + Award State Tax Deduction (for all Non-Personnel Action Cash Awards selected)] in that State  
or  
Total of (County Tax: B/W + County Tax: Adjustment) in that County  
or  
Total of [City Tax: B/W + City Tax: Cur Adj + City Tax: Frmr Adj + City Tax: Award B/W (if Award: Designated Agent Check not = Blank) + Award City Tax Deduction (for all Non-Personnel Action Cash Awards selected)] in that City
- C. Grand total of B
- D. Total of [State Gross Earnings + Award: Earnings (if Award: Designated Agent Check not = Blank and State Tax Code ne Blank) + Award Gross Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each State Code  
or  
Total of [City Gross Earnings + Award: Earnings (if Award: Designated Agent Check not = Blank) + Award Gross Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award City Tax Code not = Blank)] for each City Code
- E. Grand total of D

**SELECTION CRITERIA:** Includes all employees with the following criteria:

- Center Code equals user designated center
- Gross Earnings: B/W not equal 0
- Code
- State Tax: Code not equal blank
- Duty Status not equal 'Z'
- County Tax: Code not equal blank
- Reactivation Indicator not equal 3
- City Tax: Code not equal blank and

All Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not equal blank or Award City Tax Code not equal blank



**REPORT 963**      **SF 1166 INFORMATION - MISCELLANEOUS PAYMENTS**      **PAYROLL**  
**PURPOSE:**      To provide current pay period information that will support  
 preparation of SF 1166 voucher and schedule of payments.  
**CONTENT:**      Total deductions for each miscellaneous payment for the  
 current pay period.  
**SEQUENCE:**      N/A

COMMAND: _____	NPPS
NAO4940	SF1166 INFORMATION - MISCELLANEOUS PAYMENTS
U.S. DEBT	AAAA.AA
CHILD SUPPORT	BBBB.BB
COMMERCIAL GARNISHMENTS	CCCC.CC
BANKRUPTCY	DDDD.DD
NEBA	EEEE.EE
	-----
GRAND TOTAL	FFFF.FF
-----	
PF1= HELP	PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END
	ENTER= NEXT SCREEN

- A. Total of Indebtedness Due U.S.: B/W
- B. Total of Child Support: B/W (1-3)
- C. Total of Garnishment: B/W (1-9)
- D. Total of Bankruptcy: B/W
- E. Total of NEBA: Total B/W
- F. A + B + C + D + E

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Center Code equals user designated center Code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0

**REPORT 964      ACCOUNTING INFORMATION – ACCTBRK      (PAGE 1 OF 3)      PAYROLL**

**PURPOSE:** To provide current pay period information that will support the preparation of accounting information.

**CONTENT:** Current pay period deduction and contribution information.

**SEQUENCE:** N/A

COMMAND: _____		NPPS	92-08-04
NAO4950	ACCOUNTING INFORMATION - ACCTBRK	(1 OF 3)	14:47:34
			5

  

NET PAY TO EMPLOYEES	AA,AAA.AA	BANKRUPTCY	BB,BBB.BB
FEDERAL INCOME TAX	CC,CCC.CC	BILL FOR COLLECTION	DD,DDD.DD
FICA EMPLOYEES	EE,EEE.EE	MISC DEDUCTIONS	FF,FFF.FF
FICA EMPLOYERS	GG,GGG.GG	STATE TAX	HH,HHH.HH
HIT EMPLOYEES	II,III.II	COUNTY TAX	JJ,JJJ.JJ
HIT EMPLOYERS	KK,KKK.KK	CITY TAX	LL,LLL.LL
NEBA INSURANCE	MM,MMM.MM	SAVINGS BONDS(REFUND)	RR,RRR.RR
COMBINED FEDERAL CAMP.	NN,NNN.NN	ADVANCED PAY DEDUCTIONS	SS,SSS.SS
UNION DUES	OO,OOO.OO		
CHILD SUPPORT	PP,PPP.PP		
INDEBTEDNESS DUE U.S.	QQ,QQQ.QQ		
COMMERCIAL GARNISHMENTS	TT,TTT.TT		

  

PF1= HELP	PF3= PREVIOUS	PF5 = MAIN MENU	PF12 = END
	ENTER= NEXT SCREEN		

**DATA ELEMENTS:**

- A. Total of Net Earnings: B/W + Total Of (Award: Amount - Federal Tax: Award B/W - City Tax: Award B/W - State Tax: Award B/W - HIT: Award B/W - FICA: Award B/W) If Award: Designated Agent Check not = Blank + Award Net Amount (for all Non-Personnel Action Cash Awards selected)
- B. Total of Bankruptcy: B/W
- C. Total of [Federal Tax: B/W + Federal Tax: Adjustment + Federal Tax: Award B/W (If Award: Designated Agent Check not = Blank) + Award Federal Tax Deduction (for all Non-Personnel Action Cash Awards selected)]
- D. Total of Bill of Collection: Deduction
- E. Total of [FICA: B/W + FICA: Adjustment + FICA: Award B/W (If Award: Designated Agent Check not = Blank) + Award OASDI Deduction Amount (for all Non-Personnel Action Cash Awards selected)]
- F. Total of Miscellaneous Required Amt
- G. Total of [FICA: Govt Contr B/W + FICA: Govt Contr Cur Adj + FICA: Govt Contr Cur Award (If Award: Designated Agent Check not = Blank) + Award OASDI Government Contribution Amount (for all Non-Personnel Action Cash Awards selected)]
- H. Total of [State Tax: B/W + State Tax: Cur Adjustment (If State Tax: Code not = blank) + State Tax: Frmr Adj (If State Tax: Frmr Adj Code not = blank) + State Tax: Award B/W (If Award: Designated Agent Check not = Blank) + Award State Tax Deduction (for all Non-Personnel Action Cash Awards selected)]
- I. Total of [HIT: B/W + HIT: Adjustment + HIT: Award B/W (If Award: Designated Agent Check not = Blank) + Award HIT Deduction Amount (for all Non-Personnel Action Cash Awards selected)]

- J. Total of (County Tax: B/W + County Tax: Adjustment) If County Tax: Code not = blank
- K. Total of [HIT: Govt Contr B/W + HIT: Govt Contr Cur Adj + HIT: Govt Contr Cur Award (If Award: Designated Agent Check not = Blank) + Award HIT Government Contribution Amount (for all Non-Personnel Action Cash Awards selected)]
- L. Total of [City Tax: B/W + City Tax: Adjustment (If City Tax: Code not = blank) + City Tax: Award B/W (If Award: Designated Agent Check not = Blank) + Award City Tax Deduction (for all Non-Personnel Action Cash Awards selected)]
- M. Total of NEBA: Total B/W
- N. Total of (CFC: B/W + CFC: Adjustment) If CFC: Agency Code not = 0 or blank
- O. Total of (Union Dues: B/W + Union Dues: Adjustment) If Union Code not = 0
- P. Total of Child Support: B/W (1-3)
- Q. Total of Indebtedness Due U.S.: B/W (1-5)
- R. Total of (Bond: B/W - Bond: Refund)
- S. Total of (Empl Adv Pay Ded BW Amt + Empl Adv Pay Adj BW Amt)
- T. Total of Empl Grnsh Crnt Ded Amt (1-9)

**SELECTION CRITERIA**

Includes all employees with the following criteria:

- Installation Code equals user designated Center Code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0 and
- All Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date



- S. Total Of (FEGLI: Basic B/W + FEGLI: Basic Life Adj)
- T. Total Of (FEGLI: Standard Opt 'A' B/W + FEGLI: Opt A Adj)
- U. Total Of (FEGLI: Optional 'B' B/W + FEGLI: Opt B Adj)
- V. Total Of (FEGLI: Family B/W + FEGLI: Family Adj)
- W. Total Of ((FEGLI: Basic B/W / 2) + FEGLI: Govt Contr Adj)

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equals user designated Center Code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0

**REPORT 964      ACCOUNTING INFORMATION - ACCTBRK      (PAGE 3 OF 3) PAYROLL**

**PURPOSE:** To provide current pay period information that will support the preparation of accounting information.

**CONTENT:** Current pay period deduction and contribution information.

**SEQUENCE:** N/A

COMMAND: NAO4950	NPPS ACCOUNTING INFORMATION - ACCTBRK (3 of 3)	09/05/89 11:11:31																																																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">CSRS: RETIRE TOTAL-EMPL</td> <td style="width: 5%; text-align: center;">A</td> <td style="width: 35%;"></td> </tr> <tr> <td>RETIRE TOTAL-EMPR</td> <td style="text-align: center;">B</td> <td></td> </tr> <tr> <td>SALARY OFFSET REEMPLD ANNUIT</td> <td style="text-align: center;">C</td> <td></td> </tr> <tr> <td>MILITARY SERVICE DEPOSIT</td> <td style="text-align: center;">D</td> <td></td> </tr> <tr> <td>CIVILIAN SERVICE CREDIT</td> <td style="text-align: center;">E</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>FERS: RETIRE TOTAL-EMPL</td> <td style="text-align: center;">F</td> <td></td> </tr> <tr> <td>RETIRE TOTAL-EMPR</td> <td style="text-align: center;">G</td> <td></td> </tr> <tr> <td>REGULAR-K EMPL</td> <td style="text-align: center;">H</td> <td></td> </tr> <tr> <td>REGULAR-K EMPR</td> <td style="text-align: center;">I</td> <td></td> </tr> <tr> <td>MIL RES TECH-N EMPL</td> <td style="text-align: center;">J</td> <td></td> </tr> <tr> <td>MIL RES TECH-N EMPR</td> <td style="text-align: center;">K</td> <td></td> </tr> <tr> <td>SPECIAL-M EMPL</td> <td style="text-align: center;">L</td> <td></td> </tr> <tr> <td>SPECIAL-M EMPR</td> <td style="text-align: center;">M</td> <td></td> </tr> <tr> <td>SALARY OFFSET REEMPLD ANNUIT</td> <td style="text-align: center;">N</td> <td></td> </tr> <tr> <td>MILITARY SERVICE DEPOSIT</td> <td style="text-align: center;">O</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>TOTAL RETIREMENT-CSRS/FERS</td> <td style="text-align: center;">P</td> <td></td> </tr> </table>			CSRS: RETIRE TOTAL-EMPL	A		RETIRE TOTAL-EMPR	B		SALARY OFFSET REEMPLD ANNUIT	C		MILITARY SERVICE DEPOSIT	D		CIVILIAN SERVICE CREDIT	E					FERS: RETIRE TOTAL-EMPL	F		RETIRE TOTAL-EMPR	G		REGULAR-K EMPL	H		REGULAR-K EMPR	I		MIL RES TECH-N EMPL	J		MIL RES TECH-N EMPR	K		SPECIAL-M EMPL	L		SPECIAL-M EMPR	M		SALARY OFFSET REEMPLD ANNUIT	N		MILITARY SERVICE DEPOSIT	O					TOTAL RETIREMENT-CSRS/FERS	P	
CSRS: RETIRE TOTAL-EMPL	A																																																							
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PF1 = HELP                      PF3 = PREVIOUS                      PF5 = MAIN MENU                      PF12 = END																																																								

- A. Total of [CSRS: B/W + Retirement: Employee Adj (If Retirement Plan = '1', '6', 'C', 'E', 'R', 'T') + CSRS: Adjustment (If Retirement Code: Former Adj = '1', '6', 'C', 'E', 'R', 'T') + D + E]
- B. Total of [CSRS: Govt Contr B/W + Retirement: Government Adj (If Retirement Plan = '1', '6', 'C', 'E', 'R', 'T') + CSRS: Former Retire Current Adj (If Retirement Code: Former Adj = '1', '6', 'C', 'E', 'R', 'T') + C]
- C. Total of (Salary: Offset + CSRS: Current Salary Offset Adj) If Retirement Plan not = 'K', 'L', 'M', 'N' and Annuitant Indicator = '1', '4', or '5'
- D. Total of (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash Pmt)
- E. Total of (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment)
- F. H + J + L + O
- G. I + K + M + N
- H. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = 'K') + FERS: Adjustment (If Retirement Code: Former Adj = 'K')]

- 
- I. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = 'K') + FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = 'K')]
- J. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = 'N') + FERS: Adjustment (If Retirement Code: Former Adj = 'N')]
- K. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = 'N') + FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = 'N')]
- L. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = 'M') + FERS: Adjustment (If Retirement Code: Former Adj = 'M')]
- M. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = 'M') + FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = 'M')]
- N. Total of (Salary: Offset + FERS: Current Salary Offset Adj) If Retirement Plan = 'K', 'L', 'M', 'N', '2' and Annuitant Indicator = 'A', 'C', or 'E'
- O. Total of (FERS: Mil Dep B/W + FERS: Mil Dep Cash Pmt)
- P. A + B + F + G

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated Center Code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0

**REPORT 965      VOUCHER INFORMATION - SF 2812 & OPM1523      PAYROLL**  
**RETIREMENT (1 OF 2)**

**PURPOSE:** To provide current pay period information that will support preparation of SF 2812 and OPM1523.

**CONTENT:** Total center CSRS and FERS deduction dollars for the current pay period.

**SEQUENCE:** N/A

COMMAND: NAO4960		NPFS VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT (1 OF 2)		09/05/89 11:11:31 2	
CSRS	DOLLAR AMOUNT	AGG BASE SALARY	DEDUCTIONS MADE NOT MADE		
RETIRE TOTAL - EMPL	LLLL.LL	MMMM.MM			
RETIRE TOTAL - EMPR	NNNN.NN				
WITHHOLDING - ALL CATEGORIES	AAAA.AA	BBBB.BB	CCCC.CC	DDDD.DD	
EMPR - ALL CATEGORIES	EEEE.EE				
SAL OFFSET REEMPLD ANNUIT	FFFF.FF			GGGG.GG	
MILITARY SERVICE DEPOSIT	HHHH.HH		IIII.II		
CIVILIAN SERVICE CREDIT	JJJJ.JJ		KKKK.KK		
PF1 = HELP      PF3 = PREVIOUS      PF5 = MAIN MENU      PF12 = END ENTER= NEXT SCREEN					

- A. Total of (CSRS: B/W + CSRS: Adjustment + Retirement: Employee Adj + CSRS: YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = '1', 'R', '6', 'T', 'C' Or 'E'
- B. Total of (Base Earnings: B/W) If Retirement Plan = '1', 'R', '6', 'T', 'C' Or 'E'
- C. Count of Deductions in Category If Retirement Plan = '1', 'R', '6', 'T', 'C' Or 'E'
- D. Count of No Deductions in Category If Retirement Plan = '1', 'R', '6', 'T', 'C' Or 'E'
- E. Total of (CSRS: Govt Contr B/W + Retirement: Government Adj + CSRS: Former Retire Current Adj + CSRS: Govt Contr YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = '1', 'R', '6', 'T', 'C' Or 'E'
- F. Total of (Salary: Offset + CSRS: Current Salary Offset Adj) if Retirement Plan not equal 'K','N','M', or 'L' and Annuitant Indicator = 1, 4, 5
- G. Count of No Deductions in Category if Retirement Plan not equal 'K','N','M', or 'L' and Annuitant Indicator = 1, 4, 5
- H. Total of (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash Pmt + CSRS: Mil Dep Cntl YTD Diff)
- I. Count of Deductions in Category



REPORT 965 VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT (1 of 2)  
DATA ELEMENTS (cont'd)

---

- J. Total of (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment + Civil Serv Credit: YTD Cntl Diff)
- K. Count of Deductions in Category
- L.  $A + H + J$
- N.  $E + F$
- M. B

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z' or Reactivation Indicator not equal '3'

**REPORT 965      VOUCHER INFORMATION - SF 2812 & OPM1523  
RETIREMENT (2 of 2)**

PAYROLL

**PURPOSE:** To provide current pay period information that will support preparation of SF 2812 and OPM1523.

**CONTENT:** Total center CSRS and FERS deduction dollars for the current pay period.

**SEQUENCE:** N/A

COMMAND:		NPPS		09/05/89	
NAO4960		VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT (2 OF 2)		11:11:31	
				2	
FERS	DOLLAR	AGG BASE	DEDUCTIONS		
RETIRE TOTAL - EMPL	AMOUNT	SALARY	MADE	NOT MADE	
RETIRE TOTAL - EMPL	1111.11	mmmm.mmm			
REGULAR - K EMPL	nnnn.nn				
REGULAR - K EMPL	0000.00	PPPP.PP	QQQQ.QQ	RRRR.RR	
MIL RESERVE TECH - N EMPL	SSSS.SS				
MIL RESERVE TECH - N EMPL	TTTT.TT	UUUU.UU	VVVV.VV	WWWW.WW	
SPECIAL - M EMPL	XXXX.XX				
SPECIAL - M EMPL	YYYY.YY	ZZZZ.ZZ	aaaa.aa	bbbb.bb	
SAL OFFSET REEMPLD ANNUIT	cccc.cc			eeee.ee	
MILITARY SERVICE DEPOSIT	dddd.dd		gggg.gg		
	ffff.ff				
TOTAL RETIREMENT	hhhh.hh		iiii.ii	jjjj.jj	
TOTAL EMPLOYEES	kkkk.kk				
PF1 = HELP					
PF3 = PREVIOUS					
PF5 = MAIN MENU					
PF12 = END					
ENTER= NEXT SCREEN					

- O. Total of (FERS: B/W + FERS: Adjustment + Retirement: Employee Adj + FERS: (K) YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = 'K'
- P. Total of (Base Earnings: B/W if Retirement Plan = 'K'
- Q. Count of Deductions in Category if Retirement Plan = 'K'
- R. Count of No Deductions in Category if Retirement Plan = 'K'
- S. Total of (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (K) YTD Cntl Diff) if Retirement Plan, Retirement Code: Former Adj = 'K'
- T. Total of (FERS: B/W + FERS: Adjustment + Retirement: Employee Adj + FERS: (N) YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = 'N'
- U. Total of (Base Earnings: B/W if Retirement Plan = 'N'
- V. Count of Deductions in Category if Retirement Plan = 'N'
- W. Count of No Deductions in Category if Retirement Plan = 'N'

REPORT 965 VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT (2 of 2)  
 DATA ELEMENTS (cont'd)

---

- X. Total of (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (N) YTD Cntl Diff) if Retirement Plan, Retirement Code: Former Adj = 'N'
- Y. Total of (FERS: B/W + FERS: Adjustment + Retirement: Employee Adj + FERS: (M) YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = 'M'
- Z. Total of (Base Earnings: B/W if Retirement Plan = 'M'
- a. Count of Deductions in Category if Retirement Plan = 'M'
- b. Count of No Deductions in Category if Retirement Plan = 'M'
- c. Total of (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (M) YTD Cntl Diff) if Retirement Plan, Retirement Code: Former Adj = 'M'
- d. Total of (Salary: Offset + FERS: Current Salary Offset Adj) if Retirement Plan = 'K', 'N', 'M', 'L', or '2' and Annuitant Indicator = 'A', 'C', 'E'
- e. Count of No Deductions in Category if Retirement Plan = 'K', 'N', 'M', 'L', or '2' and Annuitant Indicator = 'A', 'C', 'E'
- f. Total of (FERS: Mil Dep B/W + FERS: Mil Dep Cash Pmt + FERS: Mil Dep YTD Cntl Diff)
- g. Count of Deductions in Category
- h.  $(L + N)(\text{page 1}) + (I + n)(\text{page 2})$
- i.  $[(Q + V + a + g)(\text{page 2}) + (C + I + K)(\text{page 1})]$
- j.  $[(R + W + b + e)(\text{page 2}) + (D + G)(\text{page 1})]$
- k. Count of Employees
- l.  $O + T + Y + f$
- m.  $P + U + Z$
- n.  $S + X + c + d$

#### SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z' or Reactivation Indicator not equal '3'

**REPORT 967 SAVINGS ALLOTMENT SUMMARY - QALLOT**

PAYROLL

PURPOSE: To report Current Pay Period YTD changes to Allotment Data.

CONTENT: Summary of Allotment Data changes for Center.

SEQUENCE: N/A

COMMAND: NA01510	NPPS SAVINGS ALLOTMENT SUMMARY - QALLOT	09/05/89 11:11:31
<p style="text-align: center;">CENTER: AAAA</p> <p>             PRIOR-TOTAL:           BBBBB.BB              NEW-ACCOUNTS:       CCCCC.CC              CHANGE INCREASES:   DDDDD.DD                TOTAL INCREASES:     EEEE.EE                SUB-TOTAL:                       FFFFF.FF                CANCELLATIONS:       GGGGG.GG              CHANGE DECREASES:   HHHHH.HH                TOTAL DECREASES:     IIIII.II                OVERALL TOTAL DEDUCTIONS:   JJJJJ.JJ           </p>		
PF1 = HELP	PF3 = PREV SCREEN	PF5 = MAIN MENU      PF12 = END

- A. Installation Code
- B. Prior Pay Period total of Voluntary Allot: Requested Amt (1+2)
- C. Current Pay Period total of new Voluntary Allot: Requested Amt (1+2)
- D. Current Pay Period total of increases to Voluntary Allot: Requested Amt (1+2) existing at the beginning of the pay period
- E. C + D
- F. B + C + D
- G. Current Pay Period total of cancelled Voluntary Allot: Requested Amt (1+2)
- H. Current Pay Period total of decreases to Voluntary Allot: Requested Amt (1+2) existing at the beginning of the pay period
- I. G + H
- J. F - I

**REPORT 968 OLD VERSUS NEW NORMALS – QNORM (Page 1 of 3) PAYROLL**

**PURPOSE:** To display normal pay controls comparing previous and current pay periods.

**CONTENT:** Center, Pay Block, or Individual comparisons of old normals versus newly calculated normals. (Pay Code equal 1)

**SEQUENCE:** N/A

COMMAND:		NPPS		09/05/89	
NAO1520		OLD VERSUS NEW NORMALS - QNORM		1 OF 3 11:11:31	
* SPECIFY PAYBLOCK, SSN, OR PF9 - 'NAME SEARCH'					
COMMAND: _____		NPPS		92-08-03	
NAO1520		OLD VERSUS NEW NORMALS - QNORM		09:39:38	
		1 OF 3		1	
-----					
PAY BLOCK: AA OR SSN: BBB BB BBBB NAME: aaaaaaaaaaaaaaaaaa aaaaaaaaaa a					
	OLD	NEW	DIFFERENCE		
GROSS PAY	CCCC.CC	DDDD.DD	EEEE.EE		
SUPER DIFF	hhhh.hh	iiii.ii	jjjj.jj		
FOREIGN DIFF	FFFF.FF	GGGG.GG	HHHH.HH		
RETENTION ALLOW	kkkk.kk	llll.ll	mmmm.mm		
STAFF DIFF	XXXX.XX	YYYY.YY	ZZZZ.ZZ		
AUO*	bbbb.bb	cccc.cc	dddd.dd		
LOCAL PAY	eeee.ee	ffff.ff	gggg.gg		
CSRS	IIII.II	JJJJ.JJ	KKKK.KK		
FICA	LLLL.LL	MMMM.MM	NNNN.NN		
HEALTH INSURANCE TAX	OOOO.OO	PPPP.PP	QQQQ.QQ		
FEDERAL WITHHOLDING TAX	RRRR.RR	SSSS.SS	TTTT.TT		
STATE WITHHOLDING TAX	UUUU.UU	VVVV.VV	WWWW.WW		
-----					
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF8= FORWARD		PF9= NAME SEARCH		PF12= END	
				PF7= BACKWARD	

\* The label AUO will be replaced with AVAIL PAY at the employee level (if employee has availability pay) and AUO/AVAIL PAY at the pay block and center totals level.

- |   |  |
|---|--|
| A. User Pay Block Selection ('99' For Center) | W. V - U   |
| B. User SSN Selection                         | X. Empl Old Norm Staff Diff Amt                  |
| C. Gross Earnings: Normal (Old)               | Y. Empl New Norm Staff Diff Amt                  |
| D. Gross Earnings: Normal                     | Z. Y - X   |
| E. D - C                                      | a. Name (Last, First, MI)                        |
| F. Foreign Diff: Normal (Old)                 | b. Empl Old Norm Admn Uctrd OT Amt               |
| G. Foreign Diff: Normal                       | (default) or Availability Pay: Norm Old (if > 0) |
| H. G - F                                      | c. Empl New Norm Admn Uctrd OT Amt               |
| I. CSRS: Normal (Old)                         | (default) or Availability Pay: Norm New (if > 0) |
| J. CSRS: Normal                               | d. b - a   |
| K. J - I                                      | e. Empl Old Norm Local Pay Amt                   |
| L. FICA: Normal (Old)                         | f. Empl New Norm Local Pay Amt                   |
| M. FICA: Normal                               | g. e - d   |
| N. M - L                                      | h. Supervisory Diff: Old Norm                    |
| O. HIT: Normal (Old)                          | i. Supervisory Diff: New Norm                    |
| P. HIT: Normal                                | j. i - h   |
| Q. P - O                                      | k. Retention Allowance: Old Norm                 |
| R. Federal Tax: Normal (Old)                  | l. Retention Allowance: New Norm                 |
| S. Federal Tax: Normal                        | m. l - k   |
| T. S - R                                      |  |
| U. State Tax: Normal (Old)                    |  |
| V. State Tax: Normal                          |  |

**REPORT 968 OLD VERSUS NEW NORMALS – QNORM (Page 2 of 3) PAYROLL**

**PURPOSE:** To display normal pay controls comparing previous and current pay periods.

**CONTENT:** Center, Pay Block or Individual comparisons of old normals versus newly calculated normals. (Pay Code equal 1)

**SEQUENCE:** N/A

COMMAND: _____		NPPS		92-08-03	
NAO1520		OLD VERSUS NEW NORMALS - QNORM		09:40:48	
		2 OF 3			

  

-----

PAY BLCK: AA OR SSN: BBB BB BBBB NAME: aaaaaaaaaaaaaaaaaaaaaa aaaaaaaaaaaaaa a

	OLD	NEW	DIFFERENCE
CITY WITHHOLDING TAX	xxxx.xx	yyyy.yy	zzzz.zz
CIVILIAN SERVICE CREDIT	bbbb.bb	cccc.cc	dddd.dd
COUNTY WITHHOLDING TAX	eeee.ee	ffff.ff	gggg.gg
FEGLI	hhhh.hh	iiii.ii	jjjj.jj
FEHB	kkkk.kk	llll.ll	mmmm.mm
BOND DEDUCTION	CCCC.CC	DDDD.DD	EEEE.EE
CFC	FFFF.FF	GGGG.GG	HHHH.HH
UNION DUES	IIII.II	JJJJ.JJ	KKKK.KK
VOLUNTARY SAVINGS ALLOT	LLLL.LL	MMMM.MM	NNNN.NN
NEBA	Oooo.OO	PPPP.PP	QQQQ.QQ
FERS	RRRR.RR	SSSS.SS	TTTT.TT
ADVANCE PAY DED	UUUU.UU	VVVV.VV	WWWW.WW

-----

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

- |   |                                    |
|---|------------------------------------|
| A. User Pay Block Selection ('99' For Center) | U. Empl Old Norm Adv Pay Ded Amt   |
| B. User SSN Selection                         | V. Empl New Norm Adv Pay Ded Amt   |
| C. Bond: Normal (Old)                         | W. V - U                           |
| D. Bond: Normal                               | X. City Tax: Normal (Old)          |
| E. D - C                                      | Y. City Tax: Normal                |
| F. CFC: Normal (Old)                          | Z. Y - X                           |
| G. CFC: Normal                                | a. Name (Last, First, MI)          |
| H. G - F                                      | b. Civil Serv Credit: Normal (Old) |
| I. Union Dues: Normal (Old)                   | c. Civil Serv Credit: Normal       |
| J. Union Dues: Normal                         | d. c - b                           |
| K. J - I                                      | e. County Tax : Normal (Old)       |
| L. Voluntary Allot: Normal (Old)              | f. County Tax : Normal             |
| M. Voluntary Allot: Normal                    | g. f - e                           |
| N. M - L                                      | h. FEGLI: Normal (Old)             |
| O. NEBA: Normal (Old)                         | i. FEGLI: Normal                   |
| P. NEBA: Normal                               | j. h - g                           |
| Q. P - O                                      | k. FEHB: Normal (Old)              |
| R. FERS: Normal (Old)                         | l. FEHB: Normal                    |
| S. FERS: Normal                               | m. k - j                           |
| T. S - R                                      |                                    |

**REPORT 968 OLD VERSUS NEW NORMALS - QNORM (Page 3 of 3) PAYROLL**

**PURPOSE:** To display normal pay controls comparing previous and current pay periods.

**CONTENT:** Center, Pay Block or Individual comparisons of old normals versus newly calculated normals. (Pay Code equal 1)

**SEQUENCE:** N/A

COMMAND: _____		NPPS	92-08-03
NAO1520	OLD VERSUS NEW NORMALS - QNORM	3 OF 3	09:41:06

  

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PAY BLOCK: AA OR SSN: BBB BB BBBB NAME: LLLLLLLLLLLLLLLLLLLLLL LLLLLLLLLL L

  

	OLD	NEW	DIFFERENCE
CSRS MILITARY DEPOSIT	SSSS.SS	TTTT.TT	UUUU.UU
FERS MILITARY DEPOSIT	VVVV.VV	WWW.WW	XXXX.XX
TSP DEDUCTION	aaaa.aa	bbbb.bb	cccc.cc
TSP LOAN REPAYMENT ALLOT	dddd.dd	eeee.ee	ffff.ff
INDEBTEDNESS DUE U.S.	MMMM.MM	NNNN.NN	OOOO.OO
BANKRUPTCY	PPPP.PP	QQQQ.QQ	RRRR.RR
CHILD SUPPORT	CCCC.CC	DDDD.DD	EEEE.EE
COMMERCIAL GARNISHMENTS	gggg.gg	hhhh.hh	iiii.ii
COST OF LIVING ALLOWANCE	FFFF.FF	GGGG.GG	HHHH.HH
NET PAY	IIII.II	JJJJ.JJ	KKKK.KK

-----

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

- |  |                                |
|--|--------------------------------|
| A. User Pay Block Selection ('99 for center) | R. Q - P                       |
| B. User SSN Selection                        | S. CSRS: Mil Dep Normal (Old)  |
| C. Child Support: Normal (Old)               | T. CSRS: Mil Dep Normal        |
| D. Child Support: Normal                     | U. T - S                       |
| E. D - C                                     | V. FERS: Mil Dep Normal (Old)  |
| F. COLA: Normal (Old)                        | W. FERS: Mil Dep Normal        |
| G. COLA: Normal                              | X. W - V                       |
| H. G - F                                     | a. TSP: Cy Ded Normal (Old)    |
| I. Net Earnings: Normal (Old)                | b. TSP: Cy Ded Normal          |
| J. Net Earnings: Normal                      | c. b - a                       |
| K. J - I                                     | d. TSP: Loan Ded Normal (Old)  |
| L. Name (Last, First, MI)                    | e. TSP: Loan Ded Normal        |
| M. Indebtedness Due U.S.: Normal (Old)       | f. e - d                       |
| N. Indebtedness Due U.S.: Normal             | g. Empl Old Norm Grnsh Ded Amt |
| O. N - M                                     | h. Empl New Norm Grnsh Ded Amt |
| P. Bankruptcy: Normal (Old)                  | i. h - g                       |
| Q. Bankruptcy: Normal                        |                                |

**REPORT 969 PAYROLL REGISTER – QREG (Page 1 of 3) PAYROLL**

**PURPOSE:** To provide information on Base to Gross or Net to Gross total earnings.

**CONTENT:** Center, Pay Block or Individual Payroll Register information.

**SEQUENCE:** N/A

* SPECIFY PAYBLOCK, SSN, OR PF9 - 'NAME SEARCH			92-08-04	
COMMAND: _____	NPPS	14:44:34		
NAO1550	PAYROLL REGISTER - QREG	1 OF 3	1	

  

PAY BLOCK: ____ OR SSN: ____ NAME: _____					
***** BASE TO GROSS *****		***** NET TO GROSS *****			
ADD:		ADD: NET + DED		ADD: NET + DED	
BASIC PAY	C	NET EARN	D	FEHB	k
OVERTIME	F	ADV PAY	r	FERS	E
NITE DIF	I	BANKRUPTCY	G	FERS MIL	H
HOL WKD	L	BONDS	J	FICA	K
LUMP SUM	O	CFC	M	INDEBT US	N
UNUS CT PD	R	CHILD SUPP	P	HIT	Q
SUN DIF	U	C GARNISH	s	MISC	T
HAZARD	X	CIV SV CR	S	NEBA	W
FOREN-DIF	b	CITY TAX	V	STATE TAX	Z
SUPER DIFF	m	COUNTY TAX	Y	TSP	d
RET ALLOW	n	CSRS	c	TSP LOAN	f
STAFF DIFF	o	CSRS MIL	e	UNION	h
AUO*	p	FED TAX	g	VOL ALLOT	j
LOCAL PAY	q	FEGLI	i	SUB TOT	

  

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

\* The label AUO will be replaced with AVAIL PAY at the employee level (if employee has availability pay) and AUO/AVAIL PAY at the pay block and center totals level.

- |   |  |  |
|---|--|--|
| A. User Pay Block Selection ('99' For Center) | Q. Hit: B/W                                | h. Union Dues: B/W   |
| B. User SSN Selection (Opt.)                  | R. Unused Comp Time Paid: B/W              | i. FEGLI: B/W  |
| C. Base Earnings: B/W                         | S. Civil Serv Credit: B/W                  | j. Voluntary Allot: B/W  |
| D. Net Earnings: B/W                          | T. Miscellaneous Required Amt              | k. FEHB: B/W   |
| E. FERS: B/W                                  | U. Sunday Diff: Earnings B/W               | l. D + G + J + M + P + S + V + Y + c + e + g + i + k + E + H + K + N + Q + T + W + Z + d + f + h + j |
| F. Overtime: Earnings B/W                     | V. City Tax: B/W                           | m. Supervisory Diff: B/W   |
| G. Bankruptcy: B/W                            | W. NEBA: Total B/W                         | n. Retention Allow: B/W  |
| H. FERS: Mil Dep B/W                          | X. Hazardous Earnings: B/W                 | o. Empl Stff Diff BW Amt   |
| I. Nite Differential: B/W                     | Y. County Tax: B/W                         | p. Empl Admn Uctrd OT BW Amt (default) or Availability Pay: B/W (if > 0)                             |
| J. Bond: B/W                                  | Z. State Tax: B/W                          | q. Empl Lclty Pay Bw Amt   |
| K. FICA: B/W                                  | a. Name (Last, First, MI)                  | r. Empl Adv Pay Ded BW Amt   |
| L. Holiday Earnings: B/W                      | b. Foreign Diff: B/W                       | s. Total of Empl Grnsh Crnt Ded Amt (1-9)  |
| M. CFC: B/W                                   | c. CSRS: B/W                               |  |
| N. Total Of Indebtedness Due U.S.: B/W        | d. TSP: Cy Ded B/W                         |  |
| O. Lump Total: Leave Payment                  | e. CSRS: Mil Dep B/W                       |  |
| P. Total Of Child Support: B/W                | f. TSP: Loan Ded1 B/W + TSP: Loan Ded2 B/W |  |
|   | g. Federal Tax: B/W                        |  |



**REPORT 969      PAYROLL REGISTER – QREG      (Page 2 of 3)      PAYROLL**

**PURPOSE:** To provide information on Base to Gross or Net to Gross total earnings.

**CONTENT:** Center, Pay Block or Individual Payroll Register information.

**SEQUENCE:** N/A

COMMAND: _____	NPPS	92-08-04
NAO1550	PAYROLL REGISTER - QREG	14:46:37
2 OF 3		

  

PAY BLOCK: ____ OR SSN: ____	NAME: _____	
------------------------------	-------------	--

***** BASE TO GROSS *****	***** NET TO GROSS *****	
BASIC ADJ      C OT ADJ          D NITE ADJ        G HOL WKD AD     J SUN ADJ        M HAZ ADJ         P FIR PR ADJ     S FOR DF ADJ     V SUP DF ADJ     o RET AL ADJ     p STF DF ADJ     q AUO* ADJ       r LOCAL ADJ      s	ADD: ADJUSTMENTS (-) BILL OF CO      E CFC              H CITY TAX        K CIV SV CR       N CNTY TAX        Q COLA            T CSRS            W EIC              Y FED TAX         b FEGLI           d FEHB            g FERS            j FICA            m	LESS: REFUNDS/CREDIT (+) BOND REF       F CFC              I CITY TAX        L CIV SV CR       O CNTY TAX        R COLA            U CSRS            X EIC              Z FED TAX         c FEGLI           e FEHB            h FERS            k FICA            n

  

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

\* The label AUO will be replaced with AVAIL PAY at the employee level (if employee has availability pay) and AUO/AVAIL PAY at the pay block and center totals level.

- A. User Pay Block Selection ('99' For Center)
- B. SSN (User input)
- C. Base: Earnings Adj
- D. Overtime: Earnings Adj
- E. Bill of Collection: Deduction
- F. Bond: Refund + Bond Refund: Adjustment
- G. Night Diff: Earnings Adj
- H. CFC: Adjustment if CFC: Adjustment > 0
- I. CFC: Adjustment \* -1 if CFC: Adjustment < 0
- J. Holiday Work: Earnings Adj
- K. City Tax: Adjustment if City Tax: Adjustment > 0
- L. City Tax: Adjustment \* -1 if City Tax: Adjustment < 0
- M. Sunday Diff: Earnings Adj
- N. Civil Serv Credit: Adjustment if Civil Serv Credit: Adjustment > 0
- O. Civil Serv Credit: Adjustment \* -1 if Civil Serv Credit: Adjustment < 0
- P. Hazardous: Earnings Adj

- 
- Q. County Tax: Adjustment if County Tax: Adjustment > 0
  - R. County Tax: Adjustment \* -1 if County Tax: Adjustment < 0
  - S. Fire Fighter: Earnings Adj
  - T. COLA: Earnings Adj \* -1 if COLA: Earnings Adj < 0
  - U. COLA: Earnings Adj if COLA: Earnings Adj > 0
  - V. Foreign Diff: Earnings Adj
  - W. (CSRS: Frmr Adj + Retirement: Cur Adj)  
if CSRS: Frmr Adj > 0 and Retirement: Cur Adj > 0 and Retirement Plan = '1', '6', 'C', 'E', 'R',  
OR 'T'
  - X. (CSRS: Frmr Adj + Retirement: Cur Adj) \* -1  
if CSRS: Frmr Adj < 0 and Retirement: Cur Adj < 0 and Retirement Plan = '1', '6', 'C', 'E', 'R',  
OR 'T'
  - Y. EIC: Adjustment \* -1 if EIC: Adjustment < 0
  - Z. EIC: Adjustment if EIC: Adjustment > 0
    - a. Name (Last, First, MI)
    - b. Federal Tax: Adjustment if Federal Tax: Adjustment > 0
    - c. Federal Tax: Adjustment \* -1 if Federal Tax: Adjustment < 0
    - d. FEGLI: Adjustment if FEGLI: Adjustment > 0
    - e. FEGLI: Adjustment \* -1 if FEGLI: Adjustment < 0
    - f. C + F + I + L + O + R + U + X + B (on page 1, or 70.a) + C + D + G + J + M + P + S + V
    - g. (FEHB: Prior Adj + FEHB: Cur Adj)  
if FEHB: Prior Adj > 0 and FEHB: Cur Adj > 0
    - h. (FEHB: Prior Adj + FEHB: Cur Adj) \* -1  
if FEHB: Prior Adj < 0 and FEHB: Cur Adj < 0
    - i. Statutory Cutback: B/W
    - j. (FERS: Frmr Adj + Retirement: Cur Adj)  
if FERS: Frmr Adj > 0 and Retirement: Cur Adj > 0 and Retirement Plan = 'K', 'M', or 'N'
    - k. (FERS: Frmr Adj + Retirement: Cur Adj) \* -1  
if FERS: Frmr Adj < 0 and Retirement: Cur Adj < 0 and Retirement Plan = 'K', 'M', or 'N'
    - l. f - i
    - m. FICA: Adjustment if FICA: Adjustment > 0
    - n. FICA: Adjustment \* -1 if FICA: Adjustment < 0
    - o. Supervisory Diff: Current Adj
    - p. Retention Allow: Current Adjustment
    - q. Empl Stff Diff BW Adj Amt
    - r. Empl Admn Uctrd OT BW Adj Amt (default) or Availability Pay: Adj (if not = 0)
    - s. Empl Lclty Pay BW Adj Amt

**REPORT 969      PAYROLL REGISTER – QREG      (Page 3 of 3)      PAYROLL**

**PURPOSE:**      To provide information on Base to Gross or Net to Gross total earnings.

**CONTENT:**      Center, Pay Block or Individual Payroll Register information.

**SEQUENCE:**      N/A

COMMAND: _____		NPPS		92-08-04	
NAO1550		PAYROLL REGISTER - QREG		14:46:58	
		3 OF 3			

  

PAY BLOCK: __ OR SSN: __ NAME: _____					
***** BASE TO GROSS ***** ***** NET TO GROSS *****					
ADD: ADJUSTMENTS			LESS: REFUNDS/CREDIT		
(-)			( + )		
HIT	C	HIT	D		
ST TAX	E	ST TAX	F		
TSP ADJ	G	TSP ADJ	H		
TSP LOAN	I	TSP LOAN	J		
UNION DUES	K	UNION DUES	L		
ADV PAY	T	ADV PAY	U		
SUB TOT		SUB TOT	N		
LESS: S CUT		LESS:			
TOT ERN		EIC AMT ( + )	O		
		COLA ( + )	P		
		TOT ERN	R		
TOT ERN Q					

  

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

- A. User Pay Block Selection ('99' For Center)
- B. SSN (User input)
- C. HIT: Adjustment If HIT: Adjustment > 0
- D. HIT: Adjustment \* -1 If HIT: Adjustment < 0
- E. (State Tax: Cur Adj + State Tax: Frmr Adj)  
if State Tax: Cur Adj > 0 and State Tax: Frmr Adj > 0
- F. (State Tax: Cur Adj + State Tax: Frmr Adj) \* -1  
if State Tax: Cur Adj < 0 and State Tax: Frmr Adj < 0
- G. TSP: Curr PP Emp Adjustment
- H. (TSP: Cy Ded Adj - G) \* -1
- I. (TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment) if TSP: Loan 1 Adjustment > 0 and  
TSP: Loan 2 Adjustment > 0
- J. (TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment) \* -1 if TSP: Loan 1 Adjustment < 0 and  
TSP: Loan 2 Adjustment < 0
- K. Union Dues: Adjustment If Union Dues: Adjustment > 0
- L. Union Dues: Adjustment \* -1 If Union Dues: Adjustment < 0
- M. Total positive Adjustments
- N. Total negative Adjustments
- O. EIC
- P. COLA: B/W
- Q. f - i (on page 2)
- R. I (on page 1) + N - (M + O + P)
- S. Name (Last, First, MI)
- T. Empl Adv Pay Adj BW Amt
- U. (Empl Adv Pay Adj BW Amt) \* - 1

**REPORT 970 PERSONNEL DATA - PERSON**

PAYROLL

PURPOSE: To display SF 50 Data.  
 CONTENT: SF 50 Data for selected employees.  
 SEQUENCE: N/A

COMMAND: _____		NPPS	
NAO1560		PERSONNEL DATA - PERSON	
SSN: AAA AA AAAA	FUNC: _____	NAME: BBBBBBBBBBBBBBBBBBBBBB	BBBBBBBBBBBBB B
SCD LEAVE DATE: CCCCCC		NCC SUFFIX: HHHHH	
INSTALLATION EOD: EEEEEEE		ADJ BASIC PAY: JJJJJJJJ.JJ	
BIRTH DATE: IIIIII		OT RATE: MMM.MM	
GRADE: KK	STEP: LL	LOCAL PAY: 000.00	AUO: PPP.PP
FLSA STS: N	ORG LOCATED: DDDDD	STAFF DIFF: 999.99	AVAIL: SSS.SS
ADJ BASIC HOURLY/DAILY: QQQ.QQ		SUPER DIFF RATE: JJJ.JJ	
WORK SCHED CODE: s		RET ALLOW RATE: KKK.KK	
PART TIME HOURS: 11		ANN LV CATG: O	ACCR RATE: PP
AL ACCR AVAIL: WWW.WW		RESTORED LV BAL: RRRR.RR	
SL ACCR AVAIL: IIII.II		COMP TIME BAL: TTTT.TT	
LWOP WIG: bbbb.bb	FEHB CONTR: r	CREDIT HRS BAL: VVVV.VV	
RETIRE PLAN: d	FEHB PLAN: UUU	LWOP YTD: XXXX.XX	
FEGLI PLAN: gg	FACIL CODE: M	SCH ADJ BASIC PAY: ZZZZZZZZ.ZZ	
TENURE TYPE: h	OCCUP CODE: iiii	ORG ASSIGNED: CCCC	
FTE LINE ITEM: FF	PAY TBL: nnn	PAY PLAN: ee	POSITION TYPE: f
FUNCTIONS: N= NAME SEARCH R= RETRIEVE			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END_

- A. SSN (User input)
- B. Name: Last, Name: First, Name: Middle
- C. SCD: Leave
- D. Organization: Located
- E. EOD Date
- F. FTE Line Item
- G. COOP: Work Limit Date (Position: Type 0 Or 1)
- H. NASA Classification Code
- I. Date Of Birth
- J. Salary
- K. Grade: Current
- L. Step
- M. If Pay Plan Not = 'ES' and Occupational Code not = 1811  
 If FLSA Pay Status = 'E' and Job Series Not = 1 and (Salary: Hourly X Premium Rate Table)  
 > Overtime Rate Max Table  
     Overtime Rate Max Table  
 Else  
     Salary: Hourly X Premium Rate Table\*  
 \* If Occupational Code = 1811 and Salary: Hourly > Overtime Rate Max Table Salary:  
 Hourly
- N. FLSA Pay Status
- O. Annual Leave: Accrual Category

REPORT 970 PERSONNEL DATA - PERSON  
DATA ELEMENTS (cont'd)

---

- P. Annual Leave: Accrual Rate
- Q. If Pay Basis = 'PD'
  - Salary
  - Else
    - Salary: Hourly
- R. Restored Leave: Reason Code A + B + C + (Restored Leave: PYCO - Restored Leave: Used YTD)
- S. Work Schedule Code
- T. Comp Time: Current Balance
- U. FEHB: Plan Code
- V. Credit Hours: Balance
- W. Annual Leave: Earned Balance
- X. LWOP: Used YTD
- Y. Sick Leave: Balance
- Z. Salary: Scheduled
- b. LWOP: WIG Hours
- c. Organization: Assigned
- d. Retirement Plan
- e. Pay Plan
- f. Position: Type
- g. FEGLI: Code
- h. Tenure Code
- i. Occupation Code
- j. Supervisory Diff: Rate
- k. Retention Allow: Rate
- l. Part Time Hours
- m. Facility Code
- n. Pay Table Code
- o. Empl Lclty Pay Adj Rate
- p. Empl Admn Uctrd OT Rate
- q. Empl Stff Diff Rate
- r. FEHB: Contribution Flag
- s. Availability Pay: Hourly Rate

**REPORT 972 T & A REPORTED HOURS - QTAR**

PAYROLL

PURPOSE: To display Time and Attendance total records.  
 CONTENT: Displays at the Hundreds, Pay Block or Center level.  
 SEQUENCE: N/A

COMMAND: NAO3200		NPPS T & A REPORTED HOURS - QTAR -		09/05/89 11:11:31	
FUNCTION: _ PAY BLOCK _ SSN _ _ _ THRU					
T & A'S PRESENT: EEEE ERRORS: kkkk MISSING: FFFF REACTIVATIONS: GGGG REGULAR: HHHH OTHER LEAVE: OVERTIME: JJJJ A - ADMINISTRATIVE: QQQQ NIGHT DIFF: LLLL C - COURT: WWWW COMP EARNED: NNNN D - CREDIT USED: ffff HOLIDAY WORKED: PPPP E - EXCUSED: UUUU SUNDAY DIFF: RRRR G - GRADUATE: SSSS HAZARD DUTY: TTTT H - HOME LEAVE: bbbb ANNUAL LEAVE: VVVV I - COP: YYY Y SICK LEAVE: XXXX J - JURY: MMMM COMP TAKEN: ZZZZ M - MILITARY: OOOO LWOP: cccc R - REL CT USED: iiii SUSPENSION: eeee T - TIME OFF AWARD: jjjj AWOL: gggg Y - CREDIT EARNED: dddd HOLIDAY: IIII Z - REL CT EARNED: hhhh RESTORED LEAVE: KKKK					
FUNCTION: H= HUNDRED TOT / SCROLL B= BLOCK TOT C= CENTER TOT PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END					

- |   |  |
|---|--|
| A. Program Function (User input; H, B, C) | T. Total Of Hazardous Hours                |
| B. Pay Block (User input; Opt.)           | U. Total Of Excused Leave: Hours           |
| C. Starting SSN (User input; Opt.)        | V. Total Of Annual Leave: Used             |
| D. Ending SSN (User input; Opt.)          | W. Total Of Court Leave: Used              |
| E. Count Of T & A: Status = 'G'           | X. Total Of Sick Leave: Used               |
| F. Count Of T & A: Status = 'M'           | Y. Total Of COP Leave: Used                |
| G. Count Of Reactivation Indicator = 'Z'  | Z. Total Of Comp Time: Used                |
| H. Total Of Regular Hours                 | b. Total Of Home Leave: Used               |
| I. Total Of Holiday Leave: Used           | c. Total Of LWOP: Used                     |
| J. Total Of Overtime: Hours               | d. Total Of Credit Hours: Earned           |
| K. Total Of Restored Leave: Used          | e. Total Of Suspension: Used               |
| L. Total Of Nite Differential: Hrs        | f. Total Of Credit Hours: Used             |
| M. Total Of Jury Leave: Used              | g. Total Of AWOL: Used                     |
| N. Total Of Comp Time: Earned             | h. Total Of Comp Time: Relig Earned        |
| O. Total Of Military Leave: Used          | i. Total Of Comp Time: Relig Used          |
| P. Total Of Holiday Hours                 | j. Total Of Empl Hours Time Off Total Paid |
| Q. Total Of Administrative Leave: Used    | k. Count Of T & A: Status = 'E'            |
| R. Total Of Sunday Diff: Hours            |  |
| S. Total Of Graduate Leave: Used          |  |

**REPORT 973      TOUR OF DUTY NORMALS – QPAY      (PAGE 1 OF 3)      PAYROLL**

**PURPOSE:**      To display Current Normals Data for a SSN.

**CONTENT:**      Figures shown are based on the Part Time hours field. Uses normals calculation rules.

**SEQUENCE:**      N/A

* SPECIFY SSN		92-08-03	
COMMAND: _____	NPPS	08:31:30	
NAO1587	TOUR OF DUTY NORMALS - QPAY	1 OF 3	

  

-----	
SSN: AAA AA AAAA	PAY BLOCK: BB
-----	
	CURRENT NORMALS
PART TIME HOURS	C
GROSS PAY	D
SUPER DIFF	N
FOREIGN DIFF	E
RETENTION ALLOW	O
STAFF DIFF	K
AUO	L
LOCAL PAY	M
CSRS	F
FICA	G
HEALTH INSURANCE TAX	H
FEDERAL WITHHOLDING TAX	I
STATE WITHHOLDING TAX	J
-----	

  

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- A. SSN (User input)
- B. Pay Block
- C. Part Time Hours (Zero Hours Is An Error)
- D. Gross Earnings: Normal \*
- E. Foreign Diff: Normal \*
- F. CSRS: Normal \*
- G. FICA: Normal \*
- H. HIT: Normal \*
- I. Federal Tax: Normal \*
- J. State Tax: Normal \*
- K. Staffing Differential: Normal
- L. AUO: Normal
- M. Locality Pay: Normal
- N. Supervisory Diff: Normal \*
- O. Retention Allow: Normal \*

\*Note: Calculated In Accordance With Paragraph 3.1.3.1, Normal Pay Controls Processing Requirements.

**REPORT 973      TOUR OF DUTY NORMALS – QPAY      (PAGE 2 OF 3)      PAYROLL**

**PURPOSE:** To display Current Normals Data for a SSN.

**CONTENT:** Figures shown are based on the Part Time Hours field. Uses Normals calculation rules.

**SEQUENCE:** N/A

COMMAND: _____		NPPS	92-08-03
NAO1587	TOUR OF DUTY NORMALS - QPAY	2 OF 3	08:31:57

  

-----

SSN: AAA AA AAAA      PAY BLOCK: BB

  

	CURRENT NORMALS
CITY WITHHOLDING TAX	M
CIVILIAN SERVICE CREDIT	N
COUNTY WITHHOLDING TAX	O
FEGLI	C
FEHB	D
BOND DEDUCTION	E
CFC	F
UNION DUES	G
VOLUNTARY SAVINGS ALLOT	H
NEBA	I
FERS	J
CSRS MILITARY DEPOSIT	K
FERS MILITARY DEPOSIT	L

-----

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- A. SSN (User input)
- B. Pay Block
- C. FEGLI: Normal \*
- D. FEHB: Normal \*
- E. Bond: Normal \*
- F. CFC: Normal \*
- G. Union Dues: Normal \*
- H. Voluntary Allot: Normal \*
- I. NEBA: Normal \*
- J. FERS: Normal \*
- K. CSRS: Mil Dep Normal \*
- L. FERS: Mil Dep Normal \*
- M. City Tax: Normal \*
- N. Civil Serv Credit: Normal \*
- O. County Tax: Normal \*

\*Note: Calculated In Accordance With Paragraph 3.1.3.1, Normal Pay Controls Processing Requirements.



**REPORT 973      TOUR OF DUTY NORMALS – QPAY      (PAGE 3 OF 3)      PAYROLL**

**PURPOSE:**      To display Current Normals Data for a SSN.

**CONTENT:**      Figures shown are based on the Part Time hours field. Uses normals calculation rules.

**SEQUENCE:**      N/A

COMMAND: _____		NPPS	92-08-03
NA01587	TOUR OF DUTY NORMALS - QPAY	3 OF 3	08:32:18

  

-----

SSN: AAA AA AAAA      PAY BLOCK:

  

	CURRENT NORMALS
TSP DEDUCTION	C
TSP LOAN REPAYMENT ALLOT	D
INDEBTEDNESS DUE U.S.	E
BANKRUPTCY	F
CHILD SUPPORT	G
COMMERCIAL GARNISHMENTS	K
COST OF LIVING ALLOWANCE	H
ADVANCE PAY DED	J
NET PAY	I

-----

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- A. SSN (User Input)
- B. Pay Block
- C. TSP: Cy Ded Normal \*
- D. TSP: Loan Ded Normal \*
- E. Indebtedness Due U.S.: Normal \*
- F. Bankruptcy: Normal \*
- G. Child Support: Normal \*
- H. COLA: Normal \*
- I.  $D - (F + G + H + I + J + K + L + M)$  (on page 1) +  
 $(C + D + E + F + G + H + I + J + K + L)$  (on page 2) +  
 $(C + D + E + F + G + K) + H + J$
- J. Advance Pay Deduction: Normal
- K. Empl Norm Grnsh Crnt Ded \*

\* Calculated in Accordance with Paragraph 3.1.3.1, Normal Pay controls processing requirements

**REPORT 974      PAY PERIOD HISTORY1 - QHIST1      (PAGE 1 OF 5) PAYROLL**

PURPOSE:      To display Pay Period History Data for an employee.  
 CONTENT:      User selects Employee, Pay Period and Pay Period Year.  
 SEQUENCE:     N/A

COMMAND: _____		NPPS	
NAO1591		PAY PERIOD HISTORY1 - QHIST1 1 OF 5	
-----			
SSN: _____	LAST NAME: _____	FIRST NM: _____	I: _____
PP: _____	PAY DATE YEAR: _____ (TYPE NAME AND HIT ENTER FOR NAME SEARCH)		
-----			
ADV PAY DED: nnnn	CFC: YYY	COLA: dddd	
ADV PAY ADJ: oooo	CFC ADJ: cccc	COLA ADJ: kkkk	
AUO: pppp	CHILD SUPP: HHHH	CSRS: IIII	
AUO ADJ: qqqq	C GARNISH: rrrr	CUR ADJ: LLLL	
AVAIL PAY: tttt	CITY TAX: KKKK	FRMR ADJ: mmmm	
AVAIL ADJ: uuuu	CTTX ADJ: NNNN	CSRS MIL: OOOO	
BANKRUPTCY: GGGG	FRMR ADJ: ssss	DUE U.S.: RRRR	
BASE PAY: JJJJ	CIV SV CR: QQQQ	EIC.: UUUU	
BASE ADJ: MMMM	CIV ADJ: TTTT	EIC ADJ: XXXX	
BILL OF COL: PPPP	CNTY TAX: WWWW	FED TAXES: bbbb	
BOND: SSSS	CNTY ADJ: ZZZZ	FEDTX ADJ: eeee	
BOND REFND: VVVV	RETIREMENT PLAN: g	FEHB: hhh	
ADJ BASIC HR: fffff	PAID FLSA: iiiii	FEGLI: jj	
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| A. SSN (User input; Opt.)         | X. EIC-ADJUSTMENT                     |
| B. Name: Last (User input; Opt.)  | Y. CFC-BW                             |
| C. Name: First (User input; Opt.) | Z. COUNTY-TAX-ADJ                     |
| D. Name: Mi (User input; Opt.)    | b. FED-TAX-BW                         |
| E. Pay Period (User input)        | c. CFC-ADJ                            |
| F. Pay Date Year (User input)     | d. COLA-BW                            |
| G. BANKRUPTCY-BW                  | e. FED-TAX-ADJUST                     |
| H. CHILD-SUPP-BW                  | f. SALARY-HOURLY                      |
| I. CSRS-BW                        | g. RET-CD                             |
| J. BASE-EARN-BW                   | h. FEHB-PLAN-CODE                     |
| K. CITY-TAX-BW                    | i. FLSA-PAID-IND                      |
| L. CSRS-CUR-ADJ-BW                | j. FEGLI-CODE                         |
| M. BASE-EARN-ADJ                  | k. COLA-ADJ-BW                        |
| N. CITY-TAX-ADJ                   | m. CSRS-FRMR-ADJ-BW                   |
| O. CSRS-MIL-DEP-BW                | n. Empl Hist Adv Pay Ded BW Amt       |
| P. BILL-OF-COLLECT                | o. Empl Hist Adv Pay Adj BW Amt       |
| Q. Not Loaded                     | p. Empl Hist Admn Uctrd OT BW Amt     |
| R. INDEBT-US-BW                   | q. Empl Hist Admn Uctrd OT BW Adj Amt |
| S. BOND-BW                        | r. Empl Total Grnsh Crnt Ded Amt      |
| T. Not Loaded                     | s. City Tax - Former Adj              |
| U. EIC                            | t. Availability Pay: B/W Hist         |
| V. BOND-REFUND-PP                 | u. Availability Pay: Adj Hist         |
| W. COUNTY-TAX-BW                  |                                       |

**REPORT 974      PAY PERIOD HISTORY2 - QHIST2      (Page 2 of 5)    PAYROLL**

**PURPOSE:** To display Pay Period History Data for an employee.  
**CONTENT:** User selects Employee, Pay Period and Pay Period Year.  
**SEQUENCE:** N/A

COMMAND: _____		NPPS		92-08-04	
NAOI591		PAY PERIOD HISTORY2 - QHIST2		14:51:30	
2 OF 5					
-----					
SSN: AAA AA AAAA    LAST NAME: BBBBXXXXXXXXXXXX    FIRST NM: CCCCCCCCCC    I: D					
PP: EE    PAY DATE YEAR: FFFF					
-----					
FEGLI:	GGG	GROSS PAY:	llll	LOCAL PAY:	ttt
FEGLI ADJ:	JJJ	FF PREM ADJ:	UUUU	LOCAL ADJ:	uuu
FEHB:	MMM	FOR DIF ADJ:	XXXX	LUMP LEAVE:	TTTT
CUR ADJ:	RRR	HAZARD ADJ:	bbbb	LUMP ADJ:	ssss
FRMR ADJ:	PPP	HOL WK ADJ:	eeee	MISC DED:	WWWW
FERS:	SSS	NT DIFF ADJ:	hhhh	NEBA:	ZZZZ
CUR ADJ:	VVV	OT ADJ:	kkkk	NET PAY:	dddd
FRMR ADJ:	rrr	SUN DIF ADJ:	nnnn	NITE DIFF:	gggg
FERS MIL:	YY	HAZ DUTY:	HHHH	OVERTIME:	mmmm
FICA:	ccc	HIT:	KKKK	UNUSE CT P:	pppp
FICA ADJ:	fff	HIT ADJ:	NNNN	PCS EARN:	jjj
FOR DIFF:	iii	HOLD WKED:	QQQQ		
-----					
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF8= FORWARD		PF12= END		PF7= BACKWARD	

- |  |                                      |
|--|--------------------------------------|
| A. SSN                    (User input; Opt.) | X. FORGN-DIF-ADJ-BW                  |
| B. Name: Last          (User input; Opt.)    | Y. FERS-MIL-DEP-BW                   |
| C. Name: First        (User input; Opt.)     | Z. NEBA-TOTAL-BW                     |
| D. Name: Mi            (User input; Opt.)    | b. HAZ-DOL-ADJ-BW                    |
| E. Pay Period          (User input)          | c. FICA-BW                           |
| F. Pay Date Year      (User input)           | d. NET-EARN-BW                       |
| G. FEGLI-BW                                  | e. HOLWK-DOL-ADJ-BW                  |
| H. HAZARD-EARN-BW                            | f. FICA-ADJ                          |
| I. Retention Allow: Hist BW                  | g. NITE-DIF-EARN-BW                  |
| J. FEGLI-ADJ                                 | h. NITE-DOL-ADJ-BW                   |
| K. HIT-DED-BW                                | i. FOREIGN-DIFF-BW                   |
| L. STATU-CUT-BW                              | j. PCS-E-N-S-FED-TX + PCS-E-S-FED-TX |
| M. FEHB-BW                                   | k. OT-EARN-ADJ                       |
| N. HIT-ADJUSTMENT                            | l. GROSS-EARN-BW                     |
| P. FEHB-PRIOR-AJ                             | m. OT-EARN-BW                        |
| Q. HOLIDAY-EARN-BW                           | n. SUN-DOL-ADJ-BW                    |
| R. FEHB-CUR-ADJ-EMP                          | p. COMP-T-PD-AMT-BW                  |
| S. FERS-BW                                   | r. FERS-FRMR-ADJ-BW                  |
| T. LUMP-LEAVE-PAYMT                          | s. LUMP-LEAVE-ADJ                    |
| U. FIRE-PREM-ADJ-BW                          | t. Empl Hist Lclty Pay BW Amt        |
| V. FERS-CUR-ADJ-BW                           | u. Empl Hist Lclty Pay BW Adj Amt    |
| W. MISC-BW                                   |                                      |

**REPORT 974      PAY PERIOD HISTORY3 – QHIST3      (Page 3 of 5)    PAYROLL**

**PURPOSE:** To display Pay Period History Data for an employee.  
**CONTENT:** User selects Employee, Pay Period and Pay Period Year.  
**SEQUENCE:** N/A

COMMAND: _____		NPPS	92-08-04
NAO1591	PAY PERIOD HISTORY3 - QHIST3	3 OF 5	14:53:01

  

```

-----
SSN: AAA AA AAAA LAST NAME: BBBB BBBB BBBB BBBB FIRST NM: CCCCCCCCCC I: D
PP: EE      PAY DATE YEAR: FFFF

RET ALLOW:          TSP DED:      HHHH
RET ADJ:           TSP ADJ:      IIII
STAFF DIFF: TTT      TSP LOAN:    JJJJ
STAFF ADJ:  UUU      LOAN1 ADJ:   KKKK
STAT CUT:          LOAN2 ADJ:   LLLL
STATE TAX:  PPPP     UNION:       MMMM
STTX ADJ:  QQQQ      UNION ADJ:  NNNN
FRMR ADJ:  RRRR      VOL ALLOT:  OOOO
SUN DIFF:  GGGG
SUPER DIFF: SSSS
SUPER ADJ:  VVV
-----

```

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |                    |                    |                                      |
|--------------------|--------------------|--------------------------------------|
| A. SSN             | (User input; opt.) | M. UNION-DUES-BW                     |
| B. Name: Last      | (User input; opt.) | N. UNION-DUES-ADJ                    |
| C. Name: First     | (User input; opt.) | O. VOL-ALLOT-BW                      |
| D. Name: MI        | (User input; opt.) | P. STATE-TAX-BW                      |
| E. Pay Period      | (User input)       | Q. STATE-TAX-ADJ                     |
| F. Pay Date Year   | (User input)       | R. FRMR-ST-ADJ-DOL                   |
| G. SUN-DIF-EARN-BW |                    | S. Super Diff: Hist BW               |
| H. TSP-CY-BW       |                    | T. Empl Hist Stfng Dfrntl BW Amt     |
| I. TSP-CY-DED-ADJ  |                    | U. Empl Hist Stfng Dfrntl BW Adj Amt |
| J. TSP-LOAN-DED-BW |                    | V. Super Diff: Hist BW Adj           |
| K. TSP-LOAN1-ADJ   |                    |                                      |
| L. TSP-LOAN2-ADJ   |                    |                                      |

**REPORT 974      PAY PERIOD HISTORY4 – QHIST4      (Page 4 of 5)    PAYROLL**

PURPOSE:      To display Pay Period History Data for an employee.  
 CONTENT:      User selects Employee, Pay Period and Pay Period Year.  
 SEQUENCE:     N/A

COMMAND: _____		NPPS	
NAO1591	PAY PERIOD HISTORY4 - QHIST4	4 OF 5	
-----			
SSN: AAA-AA-AAAA    LAST NAME: BBBBBBBBBBBBBBBBBBBB    FIRST NM: CCCCCCCCCC    I: D			
PP: EE    LEAVE PER: LL    PAY DATE YEAR: FFFF			
*** ANNUAL LEAVE ***		*** SICK LEAVE ***	
PYCO	CUR	YTD	PYCO
EARN: HHHH.HH	NNNN.NN	EARN: RRRR.RR	VVVV.VV
USED: III.II	OOOO.OO	USED: SSSS.SS	WWW.WW
RIC: JJJ.JJ	PPPP.PP	RIC: TTTT.TT	XXXX.XX
BAL: GGGG.GG	KKKK.KK	QQQQ.QQ	BAL: YYYYY.YY
			UUUU.UU
			iiii.ii
AL BAL: MMMM.MM		SL BAL: aaaaa.aa	
LWOP CURR: ZZZZ.ZZ	LWOP 80 HR: bbbb.bb	RL PYCO: cccc.cc	RL USED: dddd.dd
LWOP YTD: eeee.ee	LWOP WIG: fffff.fff	RL REST: gggg.gg	RL BAL: hhhh.hh
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

- |  |                     |
|--|---------------------|
| A. SSN                    (User input; Opt.) | S. SICK-LV-USE-BW   |
| B. Name: Last          (User input; Opt.)    | T. SICK-LV-RIC-BW   |
| C. Name: First        (User input; Opt.)     | U. R - (S + T)      |
| D. Name: MI            (User input; Opt.)    | V. SICK-LV-ACCR-YTD |
| E. Pay Period         (User input)           | W. SICK-LV-USED-YTD |
| F. Pay Date Year      (User input)           | X. SICK-LV-RIC-YTD  |
| G. ANNUAL-LV-PYCO                            | Y. SICK-LV-PYCO     |
| H. ANNUAL-LV-ACCR-BW                         | Z. LWOP-USED-BW     |
| I. ANNUAL-LV-USE-BW                          | a. Y + i            |
| J. ANNUAL-LV-RIC-BW                          | b. LWOP-80-HOUR-ACR |
| K. H - (I + J)                               | c. REST-LV-PYCO     |
| L. LEAVE-PERIOD-CUR                          | d. RESTOR-LV-USE-BW |
| M. G + Q                                     | e. LWOP-USED-YTD    |
| N. ANNUAL-LV-YTD-ACR                         | f. LWOP-WIG-HOURS   |
| O. ANNUAL-LV-YTD-USE                         | g. REST-LV-HR-TOT   |
| P. ANNUAL-LV-YTD-RIC                         | h. RESTOR-LV-BAL    |
| Q. N - (O + P)                               | i. v - (w + x)      |
| R. SICK-LV-ACCR-BW                           |                     |



**REPORT 975****BONDS CONTROL - QBOND****PAYROLL**

**PURPOSE:** To calculate Bond Control Totals.

**CONTENT:** Center, Payblock, or Individual Bond deduction summaries for active bonds.

**SEQUENCE:** N/A

COMMAND: NAO1540	NPPS BONDS CONTROL - QBOND	09/05/89 11:11:31
<p>PAYBLK: AA OR SSN: BBB BB BBBB (99 = CENTER)</p> <p>*** EMPLOYEE ***</p> <p># OF ACTIVE BONDS: CCCC TOT DED AMOUNT: DDDDDDDD.DD          # OF ROTATING OWNERS: EEEE TOT DED THIS PP: FFFFFFFF.FF BONDS PURCHASED: GGGG</p> <p>*** PAY BLOCK/CENTER ***</p> <p># OF ACTIVE BONDS: HHHH TOT DED AMOUNT: IIIIIIII.II          # OF ROTATING OWNERS: JJJJ TOT DED THIS PP: KKKKKKKK.KK BONDS PURCHASED: LLLL</p>		
<p>FUNCTIONS:          PF1 = HELP      PF3 = PREV SCREEN      PF5 = MAIN MENU      PF12 = END</p>		

- A. Pay Block (User input; 99 for center)
- B. SSN (User input)
- C. Count of (Bond: Code not = 'D') and (Bond: Requested Deduction > 0)
- D. Total of Bond: Requested Deduction
- E. Count of Bond: Owner SSN
- F. Total of Bond: Current Deduction
- G. Count of (Bond: Purchase Indicator not = blank)
- H. C For Pay Block or Center
- I. D For Pay Block or Center
- J. E For Pay Block or Center
- K. F For Pay Block or Center
- L. G For Pay Block or Center





REPORT 977

PURPOSE:

CONTENT:

SEQUENCE:

TERMINATED EMPLOYEE LIST - QTERM

To list terminating employees by pay block. Allows selection of employee for processing of lump sum leave.

All terminating employees.

By Center Code, Pay Block, SSN.

PAYROLL

COMMAND: NAO1580		NPPS TERMINATED EMPLOYEE LIST - QTERM		09/05/89 11:11:31	
<div><div>PAYBLOCK: AA LUMP SUM LV SELECTION</div><div>NAME</div><div>TERMINATION DATE REASON</div><div>SSN</div></div> <div><div>B</div><div>CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC</div><div>DDDDDDDD</div><div>EEE</div><div>FFFFFFFFFFFF</div></div> <div><div>-</div><div>-</div><div>-</div><div>-</div><div>-</div><div>-</div><div>-</div><div>-</div><div>-</div><div>-</div></div>					
FUNCTIONS: PF1 = HELP      PF3 = PREV SCREEN      PF5 = MAIN MENU      PF12 = END					

- A. Pay Block (User input; 01-09)
- B. Non Blank Entry initiates Lump Sum Leave Calculation
- C. Name: Last, Name: First, Name: Middle
- D. Termination Date
- E. Termination Reason
- F. SSN

SELECTION CRITERIA:  
Include all employees with the following criteria:

- Duty Status equals 'Z'
- Reactivation Indicator equals 0 (active for pay)

**REPORT 978****AWARDS CONTROL - QAWARD**

PAYROLL

PURPOSE: To display and update employee awards data.

CONTENT: Selected employee awards data. User may modify local award check field.

SEQUENCE: N/A

COMMAND: NA01585		NPPS AWARDS CONTROL - QAWARD						08/29/91 11:11:31	
SSN AAA AA AAAA	PAYBLK BB	FUNCT C	PAY DATE DD/DD/DD	LAST NAME EEEEEEEEEEEEEEEEEEEE	FIRST NAME FFFFFFFFFFFF	I G			
AWD 1 2 3	GROSS HHHHH.HH	FED IIIII.II	OASDI JJJJ.JJ	HIT KKKK.KK	STATE LLLL.LL	CITY MMMM.MM	COUNTY NNNN.NN	NET AWD OOOOO.OO	
TOT	PPPPP.PP	QQQQ.QQ	RRRR.RR	SSSS.SS	TTTT.TT	UUUU.UU	VVVV.VV	WWWW.WW	
FUNCTIONS: N = NAME SEARCH R = RETRIEVE PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END									

- |   |                                |
|---|--------------------------------|
| A. SSN (User input; opt.)                                   | M. City Tax: Award B/W         |
| B. Pay Block  | P. Total Award: Amount         |
| C. Function (User input)                                    | Q. Total Fed Tax: Award B/W    |
| D. Pay Data   | R. Total FICA: Award B/W       |
| E. Name: Last; If Function = N: (User input; opt.)          | S. Total HIT: Award B/W        |
| F. Name: First If Function = N: (User input; opt.)          | T. Total State Tax: Award B/W  |
| G. Name: Middle Initial If Function = N: (User input; opt.) | U. Total City Tax: Award B/W   |
| H. Award: Amount  | V. Total County Tax: Award B/W |
| I. Federal Tax: Award B/W                                   | W. Total Award: Net Amount     |
| J. FICA: Award B/W  |                                |
| K. HIT: Award B/W   |                                |
| L. State Tax: Award B/W                                     |                                |



REPORT 106 PAYROLL CASH AWARDS REGISTER  
DATA ELEMENTS (cont'd)

---

- I. Award: Amount
- J. Federal Tax: Award B/W
- K. State Tax: Award B/W
- L. City Tax: Award B/W
- M. FICA: Award B/W
- N. HIT: Award B/W
- O. Award: Net Amount
- P. Award: Current Gov FICA Cont
- Q. Award: Current HIT Gov Cont
- R. Total of I for Pay Block
- S. Total of J for Pay Block
- T. Total of K for Pay Block
- U. Total of L for Pay Block
- V. Total of M for Pay Block
- W. Total of N for Pay Block
- X. Total of O for Pay Block
- Y. Total of P for Pay Block
- Z. Total of Q for Pay Block
- a. Number of Employees with Awards in Pay Block
- b. Facility Code
- c. Award: NOAC
- d. County Tax: Award B/W
- e. Total of d for Pay Block
- f. Award: FICA Earning Amount
- g. Award: HIT Earning Amount
- h. Total of f for Pay Block
- i. Total of g for Pay Block
- j. State Abbreviation of former state if tax was withheld

SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Award: Amount Greater Than 0
- Facility Code Equals User Designated Facility Code if entered

REPORT 106

PAYROLL CASH AWARDS REGISTER - NON-PERSONNEL  
ACTION CASH AWARDS

PAYROLL

PURPOSE:

List recipients of Non-Personnel Action Cash Awards in the current pay period.

CONTENT:

Details of current pay period Non-Personnel Action Cash Awards by recipient.

SEQUENCE:

By Center, Award Recipient SSN, Award Recipient Name (based on the secondary sort of the rest of the report). Totals by Center, Agency.

REPORT NO: 106 SEQUENCED BY:		SUBJECT TO PRIVACY ACT OF 1974 NASA PAYROLL AND PERSONNEL SYSTEM INSTALLATION NAME FACILITY NAME PAYROLL CASH AWARDS REGISTER NON-PERSONNEL ACTION CASH AWARDS AS OF MM/DD/YY						PAGE: DATE: TIME:		
SSN	NAME	AWD TYP	ICB CAT	GROSS	FED	STATE	CITY	FICA	HIT	NET
AAA-AA-AAAA GOVT CONTR	BB	C	D	EEEEEE.EE	FFFFFF.FF	GGGG.GG NN	HHHH.HH	IIII.II JJJJ.JJ	KKKK.KK LLLL.LL	MMMMMM.MM
AAA-AA-AAAA GOVT CONTR	BB	C	D	EEEEEE.EE	FFFFFF.FF	GGGG.GG NN	HHHH.HH	IIII.II JJJJ.JJ	KKKK.KK LLLL.LL	MMMMMM.MM
AAA-AA-AAAA GOVT CONTR	BB	C	D	EEEEEE.EE	FFFFFF.FF	GGGG.GG NN	HHHH.HH	IIII.II JJJJ.JJ	KKKK.KK LLLL.LL	MMMMMM.MM
SUBJECT TO PRIVACY ACT OF 1974										

- A. Award Recipient SSN

B. Award Recipient Name (Last, First, MI, Gen)

C. Award Type Code

D. Award ICB Category Code

E. Award Gross Amount

F. Award Federal Tax Deduction Amount

G. Award State Tax Deduction Amount

H. Award City Tax Deduction Amount

I. Award FICA Deduction Amount

J. Award FICA Government Contribution Amount

K. Award HIT Deduction Amount
- L. Award HIT Government Contribution Amount

M. Award Net Amount

N. Award State Tax Code
- SELECTION CRITERIA:

Include all awards with the following criteria:

- Installation equals user designated center code

- Award Payment Date equals current pay date

**REPORT 106 PAYROLL CASH AWARDS REGISTER - CENTER TOTALS PAYROLL**

**PURPOSE:** To provide a summary of current pay period cash awards for each NOAC by pay plan.

**CONTENT:** Details of current pay period cash awards for each pay plan.

**SEQUENCE:** By Center, Pay Plan. Totals by Center, Agency.

REPORT NO: 106	NASA PAYROLL AND PERSONNEL SYSTEM								PAGE:
SEQUENCE BY:	INSTALLATION NAME								DATE:
CENTER TOTALS	FACILITY NAME								TIME:
	PAYROLL CASH AWARDS REGISTER								
	PAY PERIOD	A	AS OF	B					
	PAYPLAN	NOAC	GROSS	FED	STATE	CITY	FICA	HIT	NET
GOVT CONTR TOTALS	C	X	D	E	F	G	H	I	J
NO. AWARDS CHECKS=>	M						K	L	
EMPLOYEE TOTALS			N	O	P	Q	R	S	T
GOVT CONTR TOTALS							U	V	
NO. AWARDS CHECKS	W	Y							
*FORMER STATE INDICATED									

- |  |   |
|--|---|
| A. Pay Period  | P. Total of F for the Center                                      |
| B. Current Date                                      | Q. Total of G for the Center                                      |
| C. Pay Plan  | R. Total of H for the Center                                      |
| D. Total Award Amount (for Pay Plan)                 | S. Total of I for the Center                                      |
| E. Total Federal Tax: Award B/W (for Pay Plan)       | T. Total of J for the Center                                      |
| F. Total State Tax: Award B/W (for Pay Plan)         | U. Total of K for the Center                                      |
| G. Total City Tax: Award B/W (for Pay Plan)          | V. Total of L for the Center                                      |
| H. Total FICA: Award B/W (for Pay Plan)              | W. Total Number of Award Checks                                   |
| I. Total HIT: Award B/W (for Pay Plan)               | X. Total Award Amount (for Pay Plan) by NOAC Name (table look-up) |
| J. Total Award: Net Amount (for Pay Plan)            | Y. Total of X for the Center                                      |
| K. Total Award: Current Gov FICA Cont (for Pay Plan) |   |
| L. Total Award: Current HIT Gov Cont (for Pay Plan)  |   |
| M. Number of Award Checks for Pay Plan               |   |
| N. Total of D for the Center                         |   |
| O. Total of E for the Center                         |   |

**SELECTION CRITERIA**

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Award: Amount Greater Than 0
- Facility Code Equals User Designated Facility Code if entered

**REPORT 106****PAYROLL CASH AWARDS REGISTER - STATE TAX SUMMARY****PAYROLL**

**PURPOSE:** To provide a summary of current pay period cash awards by state.

**CONTENT:** Details of current cash awards by state.

**SEQUENCE:** By Center, State. Totals by Center, Agency.

REPORT NO: 106  
SEQUENCED BY:

NASA PAYROLL AND PERSONNEL SYSTEM  
INSTALLATION NAME  
FACILITY NAME  
PAYROLL CASH AWARDS REGISTER  
PAY PERIOD A AS OF B

PAGE:  
DATE:  
TIME:

**CASH AWARDS STATE TAX SUMMARY**

STATE C	WAGES D	STATE TAX E
.	.	.
.	.	.
.	.	.
.	.	.
.	.	.
.	.	.
.	.	.
.	.	.
-----		
	F	G

- A. Pay Period
- B. Current Date
- C. Local Tax Entity: Code (State)
- D. Award: Amount (State Total) + Award Gross Amount (State Total)
- E. State Tax Award B/W: Total + Award State Tax Deduction Amount (Total)
- F. Total of all Award Amounts
- G. Total of all State Tax Withheld

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equal User Designated Center Code
- Award: Amount greater than 0
- Facility Code equals User Designated Facility Code if entered
- Award Payment Date equals current pay date

**REPORT 106****PAYROLL CASH AWARDS REGISTER - CITY TAX SUMMARY**

PAYROLL

**PURPOSE:** To provide a summary of current pay period cash awards by city taxing entity.

**CONTENT:** Details of current cash awards by city.

**SEQUENCE:** By Center, City. Totals by Center, Agency.

REPORT NO: 106	NASA PAYROLL AND PERSONNEL SYSTEM		PAGE:
SEQUENCED BY:	INSTALLATION NAME		DATE:
	FACILITY NAME		TIME:
	PAYROLL CASH AWARDS REGISTER		
	PAY PERIOD	A AS OF	B
	CASH AWARDS CITY TAX SUMMARY		
	CITY	WAGES	CITY TAX
	C	D	E
	.	.	.
-----		F	G

- A. Pay Period
- B. Current Date
- C. Local Tax Entity: Code (City Name)
- D. Award: Amount (City Total) + Award Gross Amount (City Total)
- E. City Tax Award B/W: Total + Award City Tax Deduction Amount (Total)
- F. Total of all Award Amounts
- G. Total of all City Tax Withheld

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equal User Designated Center Code
- Award: Amount greater than 0
- Facility Code equals User Designated Facility Code if entered
- Award Payment Date equals current pay date



REPORT 108

PURPOSE:

CONTENT:

SEQUENCE:

PAYROLL AWARDS HISTORY

To provide a listing of Awards received in the current pay year.

All recipients of awards for the calendar year.

Pay block and name or Pay block and SSN.

PAYROLL

REPORT NO: NAB108  
SEQUENCED BY: PB & SSN

SUBJECT TO PRIVACY ACT OF 1974  
NASA PAYROLL AND PERSONNEL SYSTEM  
INSTALLATION NAME  
FACILITY NAME  
PAYROLL AWARDS HISTORY FOR 1991

PAGE:  
DATE:  
TIME:

PB	SSN	EMPLOYEE PAY PRD	NAME GROSS AWD AMT	FED WH	ORG CODE OASDI WH	PAY DATE HIT WH	STATE WH	CITY WH	COUNTY WH	NET AWD AMT			
A	B	C	D	E	F	G	H	I	J	K	L	M	N
PAY BLOCK TOTALS				e	f	h	j	k	l	m	n		
GRAND TOTALS													
TOTAL OF ALL PAY BLOCKS				P	Q	R	S	T	U	V	W		

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block Processing

B. SSN

C. Name (Last, First, MI)

D. Pay period number

E. Award: Earnings

F. Award: Fed Tax DED

G. Organization: Assigned

H. Award: FICA Deduction

I. Pay Date

J. Award: HIT Deduction

K. Award: State Tax DED

L. Award: City Tax DED
- M. Award: County Tax DED

N. Award: Net Earnings

e. Pay Block Total of E

f. Pay Block Total of F

h. Pay Block Total of H

j. Pay Block Total of J

k. Pay Block Total of K

l. Pay Block Total of L

m. Pay Block Total of M

n. Pay Block Total of N

**REPORT 110****DONATED ANNUAL LEAVE****PAYROLL**

**PURPOSE:** To provide a listing of all Donated Annual Leave for the current pay period.

**CONTENT:** All annual leave Donors and Recipients.

**SEQUENCE:** Pay block and name or Pay block and SSN.

REPORT NO: NAB110		SUBJECT TO PRIVACY ACT OF 1974			PAGE:	
SEQUENCED BY: PB & SSN		NASA PAYROLL AND PERSONNEL SYSTEM			DATE:	
		INSTALLATION NAME			TIME:	
		FACILITY NAME				
		DONATED ANNUAL LEAVE FOR PAY PERIOD GG				
PB	SSN	EMPLOYEE NAME	REASON	DONOR HOURS	RECIPIENT HOURS	
A	B	F	C	D	E	

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. SSN
- F. Name (Last, First, MI)
- C. Donated AI: Reason Code
- D. Donated AI: Current Given
- E. Donated AI: Received B/W
- G. Pay Cntl: Pay Period

REPORT 111

PURPOSE:

CONTENT:

SEQUENCE:

PERMANENT CHANGE OF STATION

PAYROLL

To aid in the reconciliation of the quarterly tax reports and the FORM 4782 provided to each employee at the end of the tax year.

All employees with current or YTD PCS data.

Selective by Center, SSN, Pay Block and SSN, or Name. Totals by Center, Agency.

REPORT NO: 111		SUBJECT TO PRIVACY ACT OF 1974										PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:	
		INSTALLATION NAME										TIME:	
		PERMANENT CHANGE OF STATION REPORT											
		AS OF MM/DD/YY											
		END OF QUARTER *d REPORT**											
		PCS EARNINGS SUBJECT TO TAX						PCS WITHHOLDINGS					
EARNINGS													
NOT SUBJ													
PB	SSN/NAME	FEDERAL	FICA	STATE	CITY	HIT	FEDERAL	HIT	FICA	STATE	CITY	COUNTY	
	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	
				QTD	QTD					QTD	QTD	QTD	
AA	BBBBBBBBB	CCCCC.CC	EEEE.EE	ZZZZ.ZZ	GGGG.GG	IIIII.II	*BBBB.BB	MMMM.MM	OOOO.OO	QQQQ.QQ	SSSS.SS	UUUU.UU	
	DDDD.DD	FFFF.FF	*AAAA.AA	HHHH.HH	JJJJ.JJ	*CCCC.CC	NNNN.NN	PPPP.PP	RRRR.RR	TTTT.TT	VVVV.VV	XXXX.XX	
				*DDD.DD	*EEEE.EE					*FFF.FF	*GGG.GG	*HHH.HH	
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY													
AA	BBBBBBBBB	CCCCC.CC	EEEE.EE	ZZZZ.ZZ	GGGG.GG	IIIII.II	*BBBB.BB	MMMM.MM	OOOO.OO	QQQQ.QQ	SSSS.SS	UUUU.UU	
	DDDD.DD	FFFF.FF	*AAAA.AA	HHHH.HH	JJJJ.JJ	*CCCC.CC	NNNN.NN	PPPP.PP	RRRR.RR	TTTT.TT	VVVV.VV	XXXX.XX	
				*DDD.DD	*EEEE.EE					*FFF.FF	*GGG.GG	*HHH.HH	
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY													
AA	BBBBBBBBB	CCCCC.CC	EEEE.EE	ZZZZ.ZZ	GGGG.GG	IIIII.II	*BBBB.BB	MMMM.MM	OOOO.OO	QQQQ.QQ	SSSS.SS	UUUU.UU	
	DDDD.DD	FFFF.FF	*AAAA.AA	HHHH.HH	JJJJ.JJ	*CCCC.CC	NNNN.NN	PPPP.PP	RRRR.RR	TTTT.TT	VVVV.VV	XXXX.XX	
				*DDD.DD	*EEEE.EE					*FFF.FF	*GGG.GG	*HHH.HH	
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY													
CENTER TOTALS													
CURRENT	aaaaaa.aa	cccccc.cc	eeeeee.ee	gggggg.gg	iiiiii.ii	kkkkkk.kk							
	bbbbbb.bb	ddddd.d	ffffff.ff	hhhhh.hh	jjjjjj.jj	llllll.ll							
YTD	mmmmmmmm.m	oooooooo.o	qqqqqqqq.q	ssssssss.s	uuuuuuuu.u	wwwwwww.w							
	nnnnnnnn.n	pppppppp.p	rrrrrrrr.r	tttttttt.t	vvvvvvvv.v	xxxxxxxx.x							
QTD			zzzzzzzz.z			*bbbbbb.bb							
			yyyyyy.y			*aaaaaa.aa				*cccccc.cc			
SUBJECT TO PRIVACY ACT OF 1974													

REPORT 111  
DATA ELEMENTS

## PERMANENT CHANGE OF STATION

---

A. Pay Block: Processing	e. Sum of I
B. SSN	f. Sum of *B
C. PCS: Earnings Not Subj Fed Tax	g. Sum of M
D. PCS: Earnings Not Subj Tax YTD	h. Sum of O
E. PCS: Earnings Subj Fed Tax	i. Sum of Q
F. PCS: Erngs Subj Fed Tax YTD	j. Sum of S
G. PCS: State Cur Earn	k. Sum of U
H. PCS: Erngs Subj State Tax YTD	l. Sum of W
I. PCS: City Cur Earn	m. Sum of D
J. PCS: Erngs Subj City Tax YTD	n. Sum of F
M. PCS: Federal Tax Withheld	o. Sum of *A
N. PCS: Federal Tax Withheld YTD	p. Sum of H
O. PCS: HIT	q. Sum of J
P. PCS: HIT Withheld YTD	r. Sum of *C
Q. PCS: FICA	s. Sum of N
R. PCS: FICA Withheld YTD	t. Sum of P
S. PCS: State Tax Withheld	u. Sum of R
T. PCS: State Tax Withheld YTD	v. Sum of T
U. PCS: City Tax Withheld	w. Sum of V
V. PCS: City Tax Withheld YTD	x. Sum of X
W. PCS: County Tax Withheld	y. Sum of *D
X. PCS: County Tax Withheld YTD	z. Sum of *E
Y. PCS: Employee Name(Last, First, MI, Gen)	*a. Sum of *F
Z. PCS: FICA Earnings Subj Tax	*b. Sum of *G
*A. PCS: FICA Erngs Subj Tax YTD	*c. Sum of *H
*B. PCS: Earnings HIT Cur Amount	*d. Pay Cntl: Tax Quarter
*C. PCS: Earnings HIT YTD Amount	
*D. PCS: Erngs Subj State Tax QTD	
*E. PCS: Erngs Subj City Tax QTD	
*F. PCS: State Tax Withheld QTD	
*G. PCS: City Tax Withheld QTD	
*H. PCS: County Tax Withheld QTD	
a. Sum of C	
b. Sum of E	
c. Sum of Z	
d. Sum of G	

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Any of the above fields not equal 0.00

\*\* This will only appear when the value of Pay Cntl: Tax Quarter is 1, 2, 3, or 4

- A. Effective Date
- B. Sequence Number (assigned when action suspended)
- C. SSN
- D. Employee Name (Last, First, MI, Gen)
- E. CFC: Agency Code
- F. CFC: Requested Deduction
- G. Total of F

SELECTION CRITERIA:

- Installation Code equals user designated center code
- All pending MASSCFC suspended transactions

**REPORT 109 DONATED ANNUAL LEAVE FOR HISTORY PAYROLL**

**PURPOSE:** To provide a listing of all donated annual leave for the requested year.

**CONTENT:** All recipients of donated annual leave.

**SEQUENCE:** Center; pay block and name; or pay block and SSN.

REPORT NO: NAB109		SUBJECT TO PRIVACY ACT OF 1974		NASA PAYROLL AND PERSONNEL SYSTEM		PAGE:				
SEQUENCED BY: PB & SSN		INSTALLATION NAME		FACILITY NAME		DATE:				
						TIME:				
		DONATED ANNUAL LEAVE		FOR 1111						
PB	SSN	EMPLOYEE NAME	REASON	EFF DATE	LV PRD	PYCO	RECEIVED	USED	RETURNED	YTD BALANCE
A	B	C	D	E	F	G	H	I	J	K
PAY BLOCK TOTALS										
GRAND TOTAL						g	h	i	j	k

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block Processing
- B. SSN
- C. Employee Name (Last, First, MI)
- D. Donated AI: Reason Code
- E. Donated AI: Effective Date
- F. Leave Period Number
- G. Donated AI: PYCO Hist
- H. Donated AI: Received B/W Hist
- I. Donated AI: Used B/W Hist
- J. Donated AI: DONAT-RETURN BW HIST
- K. Donated AI: Bal Available
- g. Pay Block and Grand Total of G
- h. Pay Block and Grand Total of H
- i. Pay Block and Grand Total of I

- j. Pay Block and Grand Total of J
- k. Pay Block and Grand Total of K
- l. Year input by user

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation Code equal user designated center code
  - Pay Ending Date falls within user specified leave year
  - G, H, I, J, or K not = 0

[illegible]

- G - PAY - 245

**REPORT 425 SEMIANNUAL PAYROLL SAVINGS PLAN - BONDS REPORT PAYROLL**

**PURPOSE:** To provide the U.S. Treasury with a semiannual report of total amount allotted through payroll savings plan for the purchase of U.S. savings bonds.

**CONTENT:** All employees.

**SEQUENCE:** N/A

REPORT NO: 425	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE: 1
SEQUENCED BY:	INSTALLATION NAME	DATE:
		TIME:
SEMIANNUAL PAYROLL SAVINGS PLAN - BONDS		
AS OF XX/XX/XX		
SEMIANNUAL PERIOD ENDING: AA/AA/AA		
TO: NATIONAL AERONAUTICS AND SPACE ADMINISTRATION		
WASHINGTON, DC 20546		
ATTENTION: CODE BFB		
FROM: BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB		
(INSTALLATION)		
1. FIRST DATE OF FIRST PAY PERIOD ENDING IN		
SEMIANNUAL PERIOD . . . . . CC/CC/CC		
2. ENDING DATE OF LAST PAY PERIOD ENDING IN		
SEMIANNUAL PERIOD . . . . . DD/DD/DD		
3. NUMBER OF FULL TIME, PERMANENT EMPLOYEES ON		
PAYROLL AT THE END OF THE SEMIANNUAL PERIOD . . . EEEEE		
4. NUMBER OF EMPLOYEES PARTICIPATING (AT END OF		
SEMIANNUAL PERIOD) . . . . . FFFFF		
5. PERCENTAGE OF EMPLOYEES PARTICIPATING (ITEM 4		
DIVIDED BY ITEM 3) . . . . . GGGG.GG		
6. AMOUNT ALLOTTED ON PAYROLLS (DURING SEMIANNUAL		
PERIOD) . . . . . HHH,HHH,HHH.HH		
-----		
DATE	REPORTING OFFICIAL	

- A. Requested reporting period (March 31 or September 30 of the current year)
- B. The Installation name
- C. Pay period beginning date of the First pay period ending in the requested reporting period
- D. Pay Period Ending Date Hist (pay period ending date of the last pay period ending the requested reporting period)
- E. Number of full time/permanent employees on the payroll at the end of the reporting period (work schedule = F, Reactivation Indicator not = 3)
- F. Number of full time/permanent employees on the payroll at the end of the reporting period having a bond enrollment

- G.  $(E / D) * 100\%$
  - H. Total (Bond: B/W HIST-Bond Refund: B/W Hist) for the requested reported period
- SELECTION CRITERIA:**
- Include all employees with the following criteria:
- Installation code equals user designated center code
  - The most recent full semi-annual (6 months) reporting data on the payroll history file will be reported. The ending pay period must be in history for the semi-annual period to be reported.
  - Pay Period Ending Date Hist is within the reporting period



**REPORT 818      FUND SOURCE 1 REPORT      PAYROLL**

**PURPOSE:** The purpose of this report is to provide information related to the expenditure of Fund Source 1 dollars and man-hours during the current pay period as well as the current FTE Fiscal Year to date. This information is needed by budget and manpower analysts for reporting actuals and for making projections in order to manage both the budget and the manpower allocations. The FTE Fiscal Year is defined as beginning with the pay period covering the first of October and ending with the accumulation of 26 pay periods thereafter. When run for Fiscal Year 1995, the start date will be 10/2 instead of 10/1.

The ability of this report to meet the purpose intended by the user community is limited as follows: Adjustments are made by payroll to the current pay period due to changes in prior pay periods (prior pay periods are not adjusted—NPPS does not support retroactive processing). These adjustments can be for prior fiscal years. Identification of which prior pay period caused the adjustment is not available. Only those data elements that affect the employees' pay or benefits or those elements that are essential to payroll for other accounting are adjusted. In some cases, only accumulated elements are adjusted. Payroll elements are accumulated for the leave year or the pay year, according to payroll needs, and are never accumulated for the FTE fiscal year; therefore, the accumulated data cannot be used for this report, and accumulating the biweekly pay period data will not include the adjustments. Example: LWOP: Used B/W, which is used in several lines to accumulate LWOP hours. Payroll makes adjustments to accumulated LWOP data fields, never to the LWOP: Used B/W field. Another problem in the use of the biweekly LWOP data exists because NPPS does not accommodate partial pay periods for other than new hires and terminations that have matured. When an employee is hired, is terminating, or is changing from PT to FT or vice versa, and the action has not matured from personnel by the time payroll must complete the time & attendance information, the pay period will have as many LWOP hours as needed to make the period hours equal 80. These LWOP: Used B/W hours are never changed; only the accumulated LWOP hours are adjusted in the next pay period.

Other limits to its usefulness include (1) if an active NASA employee is not paid through NPPS; i.e., employee is located out of the country and is paid through the State Department, the report reflects employee as LWOP, specifically showing up as "employees not paid" and "Incidental LWOP," and (2) since a lot of the items in the report are specific-NOAC driven, the use of a 991 NOAC to change personnel fields that affect lines and columns is a problem. For example, if a 991 NOAC is processed to correct position type (to a value that crosses columns) in a different pay period from the original action, the B/W report which should reflect the original action will be wrong. If the personnel actions history is corrected, however, the YTD report will be correct.

The FUND SOURCE 1 report can be produced for different time periods--biweekly or FTE YEAR-TO-DATE and within the selected time period for different populations: CSRS only, FERS only, OTHER than CSRS/FERS, and total of all employees. The default is BIWEEKLY for all employees. The FTE report is always for all employees. Use a heading of BIWEEKLY FOR the current pay period or FTE YEAR-TO-DATE for the entire pay year; and display the pay period dates and number.

**CONTENT:** Actual costs for Fund Source 1.

**SEQUENCE:** By Center, OIG or Agency.

See Next Pages for Report Layouts.

REPORT NO 818

NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAMEPAGE 1  
DATE  
TIME

FUNDS SOURCE 1 REPORT FOR PAY PERIOD XX FROM MM/DD/YYYY TO MM/DD/YYYY  
 BIWEEKLY FOR: 1)CSRS ONLY 2)FERS ONLY 3)OTHER THAN CSRS/FERS 4)ALL EMPLOYEES  
 (X INDICATES POPULATION COMPONENT) 5)ORGANIZATION INCLUDED: OR EXCLUDED:

	FULL TIME PERMANENTS				
	SES	GS/GM	WAGE	OTHER	TOTAL
EMPLOYEES PAID	* 1	1	1	1	1
EMPLOYEES NOT PAID	* 2	2	2	2	2
BASE HOURS	3	3	3	3	3
GROSS BASE EARNINGS	4	4	4	4	4
OVERTIME HOURS	5	5	5	5	5
OVERTIME DOLLARS	6	6	6	6	6
HOLIDAY HOURS	63	63	63	63	63
HOLIDAY DOLLARS	64	64	64	64	64
AVAILABILITY PAY DOLLARS	65	65	65	65	65
LUMP SUM PAY COUNT	7	7	7	7	7
LUMP SUM PAY DOLLARS	8	8	8	8	8
DIFFERENTIALS	9	9	9	9	9
MERIT PAY CASH AWARDS	10	10	10	10	10
SES BONUSES	11	11	11	11	11
ALL OTHER CASH AWARDS	12	12	12	12	12
RECRUITMENT BONUS	13	13	13	13	13
RELOCATION BONUS	14	14	14	14	14
RETENTION ALLOWANCE	15	15	15	15	15
SEVERANCE PAY	16	16	16	16	16
BENEFITS,NASA COST:					
TSP	17	17	17	17	17
FEGLI	18	18	18	18	18
FEHB	19	19	19	19	19
CSRS	20	20	20	20	20
FERS	21	21	21	21	21
FICA	22	22	22	22	22
HIT	23	23	23	23	23
SALARY OFFSET, REEMPL ANNUITANTS	24	24	24	24	24
SUBTOTAL OF BENEFITS	25	25	25	25	25
TOTAL FS1,OC 11 TO 17, W/O PCS	26	26	26	26	26
ALL LWOP HOURS (E&I)	27	27	27	27	27
ALL LWOP DOLLARS (E&I)	28	28	28	28	28

## REPORT 818

## FUND SOURCE 1 REPORT

(Page 2 of 4)

REPORT NO 818

NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAMEPAGE 2  
DATE  
TIME

	OTHER THAN FTP PT-PERM	SUMMER	TEMP & OTHER	INTERMITTENT	TOTAL	NON-CEILING COOP	OTHER	TOTAL	TOTAL OF ALL EMPLOYEES
EMPLOYEES PAID	1	1	1	1	1	1	1	1	1
EMPLOYEES NOT PAID	2	2	2	2	2	2	2	2	2
BASE HOURS	3	3	3	3	3	3	3	3	3
GROSS BASE EARNINGS	4	4	4	4	4	4	4	4	4
OVERTIME HOURS	5	5	5	5	5	5	5	5	5
OVERTIME DOLLARS	6	6	6	6	6	6	6	6	6
HOLIDAY HOURS	63	63	63	63	63	63	63	63	63
HOLIDAY DOLLARS	64	64	64	64	64	64	64	64	64
AVAIL PAY DOLLARS	65	65	65	65	65	65	65	65	65
LUMP SUM PAY COUNT	7	7	7	7	7	7	7	7	7
LUMP SUM PAY DOLLARS	8	8	8	8	8	8	8	8	8
DIFFERENTIALS	9	9	9	9	9	9	9	9	9
MERIT PAY CASH AWARDS	10	10	10	10	10	10	10	10	10
SES BONUSES	11	11	11	11	11	11	11	11	11
ALL OTHER CASH AWARDS	12	12	12	12	12	12	12	12	12
RECRUITMENT BONUS	13	13	13	13	13	13	13	13	13
RELOCATION BONUS	14	14	14	14	14	14	14	14	14
RETENTION ALLOWANCE	15	15	15	15	15	15	15	15	15
SEVERANCE PAY	16	16	16	16	16	16	16	16	16
BENEFITS,NASA COST:									
TSP	17	17	17	17	17	17	17	17	17
FEGLI	18	18	18	18	18	18	18	18	18
FEHB	19	19	19	19	19	19	19	19	19
CSRS	20	20	20	20	20	20	20	20	20
FERS	21	21	21	21	21	21	21	21	21
FICA	22	22	22	22	22	22	22	22	22
HIT	23	23	23	23	23	23	23	23	23
SALARY OFFSET, REEMPL ANNUITANTS	24	24	24	24	24	24	24	24	24
SUBTOTAL OF BENEFITS	25	25	25	25	25	25	25	25	25
TOTAL FS1,OC 11 TO 17, W/O PCS	26	26	26	26	26	26	26	26	26
ALL LWOP HOURS (E&I)	27	27	27	27	27	27	27	27	27
ALL LWOP DOLLARS (E&I)	28	28	28	28	28	28	28	28	28

REPORT NO 818

NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAMEPAGE 3  
DATE  
TIME

FUNDS SOURCE 1 REPORT FOR PAY PERIOD XX FROM MM/DD/YYYY TO MM/DD/YYYY

PERSONNEL ACTIONS COUNTS AND COSTS

## FULL-TIME PERMANENTS

	SES	GS/GM	WAGE	OTHER	TOTAL
WIG ACTIONS	29	29	29	29	29
WIG DOLLARS	30	30	30	30	30
QSI ACTIONS	31	31	31	31	31
QSI DOLLARS	32	32	32	32	32
PROMOTION ACTIONS	33	33	33	33	33
PROMOTION DOLLARS	34	34	34	34	34
CURR OPT RET ELIG B/W	37	37	37	37	37
ANNUAL LEAVE BALANCE B/W	38	38	38	38	38
LUMP SUM LIABILITY B/W	39	39	39	39	39
NASA NEW HIRES	40	40	40	40	40
NASA NEW HIRES SALARIES	* 41	41	41	41	41
INTERCENTER TRANSFERS	42	42	42	42	42
INTERCENTER TRANSFERS SALARIES	* 43	43	43	43	43
COOP CONVERSION TO FTP ACTIONS	44	44	44	44	44
COOP CONVERSION TO FTP SALARIES	* 45	45	45	45	45
OTHER CONVERSIONS TO FTP ACTIONS	66	66	66	66	66
OTHER CONVERSIONS TO FTP SALARIES	67	67	67	67	67
TOTAL GAINS ABOVE	46	46	46	46	46
TOTAL SALARIES GAINS	* 47	47	47	47	47
RETIREMENTS (ALL)	48	48	48	48	48
RETIREE SALARIES (Incl. Lump Sum Costs)	* 49	49	49	49	49
INTERCENTER TRANSFERS	50	50	50	50	50
INTERCENTER TRANSFER SALARIES	* 51	51	51	51	51
CONVERSION FROM FTP ACTIONS	68	68	68	68	68
CONVERSION FROM FTP SALARIES	69	69	69	69	69
OTHER SEPARATIONS	52	52	52	52	52
OTHER SEPARATIONS SALARIES	* 53	53	53	53	53
TOTAL LOSSES	54	54	54	54	54
TOTAL SALARY LOSSES	* 55	55	55	55	55
RETURN-TO-DUTY ACTIONS	56	56	56	56	56
RTD SALARIES	* 57	57	57	57	57
EXTENDED LWOP ACTIONS	58	58	58	58	58
EXTENDED LWOP HOURS	59	59	59	59	59
EXTENDED LWOP DOLLARS	60	60	60	60	60
INCIDENTAL LWOP HOURS	61	61	61	61	61
INCIDENTAL LWOP DOLLARS	62	62	62	62	62

## REPORT 818

## Fund Source 1 REPORT

(Page 4 of 4)

REPORT NO 818

NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAMEPAGE 4  
DATE  
TIME

	OTHER THAN FTP PT-PERM	FTP SUMMER	TEMP & OTHER	INTERMITTENT	TOTAL	NON-CEILING COOP	OTHER	TOTAL	TOTAL OF ALL EMPLOYEES
WIG ACTIONS	29	29	29	29	29	29	29	29	29
WIG DOLLARS	30	30	30	30	30	30	30	30	30
QSI ACTIONS	31	31	31	31	31	31	31	31	31
QSI DOLLARS	32	32	32	32	32	32	32	32	32
PROMOTION ACTIONS	33	33	33	33	33	33	33	33	33
PROMOTION DOLLARS	34	34	34	34	34	34	34	34	34
CUR OPT RET ELG B/W	37	37	37	37	37	37	37	37	37
ANNUAL LEAVE BALANCE B/W	38	38	38	38	38	38	38	38	38
LUMP SUM LIABILITY B/W	39	39	39	39	39	39	39	39	39
NASA NEW HIRES	40	40	40	40	40	40	40	40	40
NASA NEW HIRE SALRY	41	41	41	41	41	41	41	41	41
INTERCENTER TRANSFR	42	42	42	42	42	42	42	42	42
INTERCENTER TRANSFR SALARIES	43	43	43	43	43	43	43	43	43
CONVERSIONS FROM FTP ACTIONS	70	70	70	70	70	70	70	70	70
CONVERSIONS FROM FTP SALARIES	71	71	71	71	71	71	71	71	71
TOTAL GAINS ABOVE	46	46	46	46	46	46	46	46	46
TOTAL SALARIES GAINS	47	47	47	47	47	47	47	47	47
RETIREMENTS (ALL)	48	48	48	48	48	48	48	48	48
RETIREE SALARIES (Incl. Lump Sum Costs)	49	49	49	49	49	49	49	49	49
INTERCENTER TRANSFR	50	50	50	50	50	50	50	50	50
INTERCENTER TRANSFR SALARIES	51	51	51	51	51	51	51	51	51
COOP CONVERSION TO FTP ACTIONS	44	44	44	44	44	44	44	44	44
COOP CONVERSION TO FTP SALARIES	45	45	45	45	45	45	45	45	45
OTHER CONVERSION TO FTP ACTIONS	72	72	72	72	72	72	72	72	72
OTHER CONVERSION TO FTP SALARIES	73	73	73	73	73	73	73	73	73
OTHER SEPARATIONS	52	52	52	52	52	52	52	52	52
OTHER SEPARATIONS SALARIES	53	53	53	53	53	53	53	53	53
TOTAL LOSSES	54	54	54	54	54	54	54	54	54
TOTAL SALARY LOSSES	55	55	55	55	55	55	55	55	55
RETURN-TO-DUTY ACTIONS	56	56	56	56	56	56	56	56	56
RTD SALARIES	57	57	57	57	57	57	57	57	57
EXTENDED LWOP ACTIONS	58	58	58	58	58	58	58	58	58
EXTENDED LWOP HOURS	59	59	59	59	59	59	59	59	59
EXTENDED LWOP DOLLARS	60	60	60	60	60	60	60	60	60
INCIDENTAL LWOP OURS	61	61	61	61	61	61	61	61	61
INCIDENTAL LWOP DOLLARS	62	62	62	62	62	62	62	62	62

**REPORT 818 FUND SOURCE 1 REPORT**

**SELECTION CRITERIA:**

Installation code equals user designated center code or Agency.

BIWEEKLY: Read the PAY-MASTER and PER-HISTORY files for the current pay period.

CSRS only = retirement plan 1, 6, C, E, R, T

FERS only = retirement plan K, M, N

OTHER than CSRS/FERS = retirement plan equal 2 or 4

TOTAL of all employees = reactivation indicator not equal 3

FTE YEAR-TO-DATE: (always all employees)

Read the data from the PAY-HISTORY file and match it with the PER-HISTORY file. Use the Position Type, Pay Plan, CO-OP Degree Level, and Organization: Assigned from the personnel history transaction reflecting the personnel information in effect at the end of each Pay Period. If Pay Period start and end months are less than 10, reduce the year by 1 to start at the pay period that spans OCT 1 of the prior year (fiscal year 1995 starts on 10/2). Always display the accurate start and ending pay period dates.

ORGANIZATION: Assigned equals one of the following user designated selection options:

INCLUDE only the Organization: Assigned code (up to 5 characters)\* as specified.

EXCLUDE only the Organization: Assigned code (up to 5 characters)\* as specified.

All Organization: Assigned codes.

\* NPPS will select based on the characters entered; i.e., "A" will select all Organization: Assigned codes beginning with "A." If Headquarters is selected, then the OIG office will be broken out as though it was a separate center.

**PAGES 1 & 3**

CEILING-FULL-TIME PERMANENTS = Position Type 6, 7, or (0 w/ co-op level = I)

SES	=	Pay Plan ES
GS/GM	=	Pay Plan GS or GM
WAGE	=	Pay Plan W\$ or X\$ (\$ = any value)
OTHER	=	All other Pay Plans
TOTAL	=	Sum of SES + GS / GM + WAGE + OTHER

**PAGES 2 & 4**

CEILING-OTHER THAN FULL TIME PERMS = Position Type 3, 5, 8

PT-PERM	=	Position Type 8 and Work Schedule Code not equal I
SUMMER	=	Position Type 3 and Work Schedule Code not equal I
TEMP & OTHER	=	Position Type 5 and Work Schedule Code not equal I
INTERMITTENT	=	Work Schedule Code equal I
TOTAL	=	Sum of PT-PERM + SUMMER + TEMP + OTHER + INTERMITTENT

NON-CEILING = Position Type 1, 2, 4, 9 or (0 w/ coop level = G, U, N, P, H)

COOP	=	Position Type 1 or (0 w/ coop level = G, U, N, P, H)
OTHER	=	Position Type 2, 4, 9
TOTAL	=	Sum of COOP + OTHER

TOTAL of all employees = sum of FULL-TIME Permanents total + OTHER than FTP total + NON-CEILING total (items 70-73 exclude amounts for Full Time Permanents)

Dollar and hour amounts must contain all employees including Reactivation Status of 3.

Reactivation status is ignored when counting for items 7, 37, 42.

REPORT 818                      FUND SOURCE 1 REPORT  
DATA ELEMENTS

1	EMPLOYEES PAID	Total number of employees who received gross earnings (Gross Earnings: BW > 0) for the last pay period, except employees who received a Lump Sum payment only who are not included in this total.
2	EMPLOYEES NOT PAID	Total number of active employees (Reactivation Indicator NE 3) who received no gross earnings (Gross Earnings: BW = 0) for the last pay period.
3	BASE HOURS	Base hours plus adjustments paid (Base Hours: Adj BW) for the time period selected.
4	GROSS BASE EARNINGS	Sum of base earnings (Base Earnings B/W) plus local pay (Empl Lclty Pay BW Amt) and adjustments (Empl Lclty Pay BW Adj Amt) and (Base Earnings: Adjustments) for the time period selected (does not include overtime).
5	OVERTIME HOURS	Number of overtime hours (Overtime: Hours B/W) plus adjustments (Overtime: Hours Adj) paid for the time period selected.
6	OVERTIME DOLLARS	Sum of overtime dollars (Overtime: Earnings B/W) plus adjustments (Overtime: Earnings Adj) paid for the time period selected. Includes converted comp time (Comp Time: Hours Paid).
7	LUMP SUM PAY COUNT	Number of lump sum payments (lump sum: Leave Payment) greater than 0 or adjustments (Lump Sum: Leave Adj) greater than 0, for the time period selected. Do not check REACTIVATION STATUS.
8	LUMP SUM PAY DOLLARS	Sum of lump sum dollars (Lump Sum: Leave Payment) plus adjustments (Lump Sum: Leave Adj) for the time period selected.
9	DIFFERENTIALS	Sum of Sunday premium (Sunday Diff: Earnings B/W), night work differential (Night Diff: Earnings B/W) foreign differential (Foreign Diff: B/W), staffing differential (Empl Stff Diff: B/W Amt), supervisory differential (Supervisory Diff: B/W), hazard pay (Hazardous Earnings: B/W), and cost of living allowance (COLA: B/W) plus adjustments (Nite: Current Adj Erngs, Sunday: Current Adj Erngs, Hazardous: Current Adj Erngs, COLA: Current Adj Erngs, Supervisory Diff: Adj B/W, Empl Stff Diff BW Adj Amt, FOR Diff: Current Adj Erngs) for the time period selected.
10	MERIT PAY CASH AWARDS	Sum of amount awarded (Award: Amount New) to GM employees for the time period selected based on their performance appraisal. (NOAC = 889) If Award: Check not equal 'N'.
11	SES BONUS	Sum of amount awarded (Award: Amount New) to SES employees for the time period selected based on their performance appraisal. (NOAC = 879) If Award Check not equal to 'N'.
12	ALL OTHER CASH AWARDS	Sum of cash awards amount (Award: Amount New) paid to employees (AWARD CHECK ne 'N') during the time period selected. (Examples: suggestion, Special Act or Service, SES Rank, Performance Awards other than GM or SES, and Space Act. NOAC = 873,875,877,878, 885 or 987.)

REPORT 818  
DATA ELEMENTS

## FUND SOURCE 1 REPORT

- 13 RECRUITMENT BONUS Sum of cash bonus (New Empl Bonus Rcrtmnt Amt) given to an employee during the time period selected as encouragement to come to work for NASA. NOAC = 815.
- 14 RELOCATION BONUS Sum of cash bonus (New Empl Bonus Rlctn Amt) given to an employee during the time period selected to relocate either temporarily or permanently to another geographical area. NOAC = 816.
- 15 RETENTION ALLOWANCE Sum of allowance (Award: Amount New) given (usually for 1 year only) to an employee during the time period selected to entice them to remain employed at NASA. NOAC = 810 and Legal Authority 1 = VPG.

**BENEFITS, NASA COST:**

- 16 SEVERANCE PAY Sum of biweekly severance pay (Severance: Biweekly Amt) given to an employee for the time period covered when released from NASA as a result of a RIF.
- 17 TSP Sum of the Govt basic contribution (TSP: Govt Basic Contr B/W) and the sum of the Govt matching contribution (TSP: Govt Match Contr Tot B/W) to the Thrift Savings Plan plus adjustments during the time period selected.
- 18 FEGLI Sum of the Govt contribution (FEGLI: Govt Contr B/W) to the employees' life insurance plus adjustments during the time period selected.
- 19 FEHB Sum of the Govt contribution (FEHB: Govt Contr B/W) to the employees' health insurance plus adjustments during the time period selected.
- 20 CSRS Sum of the Govt contribution (CSRS: Govt Contr B/W) to the employees' Civil Service Retirement System plus adjustments during the time period selected.
- 21 FERS Sum of the Govt contribution (FERS: Govt Contr B/W) to the Federal Employee Retirement System plus adjustments during the time period selected.
- 22 FICA Sum of the Govt contribution (FICA: Govt Contr B/W) to the old age pension portion of FICA plus adjustments during the time period selected.
- 23 HIT Sum of the Govt contribution (HIT: Govt Contr B/W) to the Medicare portion of FICA and the Medicare for all other employees plus adjustments during the time period selected.
- 24 SALARY OFFSET, REEMPL ANNUITANTS Sum of salary offset plus adjustments (CSRS & FERS: Current Salary Offset Adj) paid to OPM for reemployed annuitants for the time period selected.
- 25 SUBTOTAL OF BENEFITS Sum of 17 + 18 + 19 + 20 + 21 + 22 + 23 + 24
- 26 TOTAL FS1, OC, W/O PCS All salaries and benefits excluding permanent change of station (PCS) 11 to 17 benefits. Sum of items 4, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 25.
- 27 ALL LWOP HOURS (E&I) Sum of leave without pay hours accumulated (LWOP: Used B/W) through the time period selected. This includes extended LWOP and incidental LWOP.



REPORT 818  
DATA ELEMENTS

## FUND SOURCE 1 REPORT

28	ALL LWOP DOLLARS (E&I)	Calculate each employee's LWOP dollars (computed value = LWOP: Used B/W * Salary: Hourly) and sum for all employees for the time period selected.
29	WIG ACTIONS	Number of Within Grade Increases given during the time period selected. NOAC = 891, 893.
30	WIG DOLLARS	Costs of Within Grade Increases given during the time period selected. Calculate each employee's WIG amount (computed value = Salary: Adjusted Basic Pay New - Salary: Adjusted Basic Pay Old) and sum for all employees.
31	QSI ACTIONS	Number of Quality Step Increases given during the time period selected. NOAC = 892.
32	QSI DOLLARS	Costs of Quality Step Increases given during the time period selected. Calculate each employee's QSI amount (computed value = Salary: Adjusted Basic Pay New - Salary: Adjusted Basic Pay Old) and sum for all employees.
33	PROMOTION ACTIONS	Number of Promotions given during the time period selected. NOAC = 702.
34	PROMOTION DOLLARS	Costs of Promotions given during the time period selected. Calculate each employee's amount of promotion (computed value = Salary: Adjusted Basic Pay New - Salary: Adjusted Basic Pay Old) and sum for all employees.
37	CURR OPT RET ELIG B/W	Number eligible for optional retirement as of the end of the time period selected. Optional Retirement date (Retirement: Optional Date) must be less than or equal to Pay Period End Date. This date applies to items 38 & 39 also. Do not count if Duty Status = Z.
38	ANNUAL LEAVE BALANCE	Sum of annual leave plus restored leave hours (Restored Leave: Hours B/W Type A, B, C) for optional retirement eligibles in line 37.
39	LUMP SUM LIABILITY B/W	Dollar value of annual leave plus restored leave balances of optional retirement eligibles in line 37.
40	NASA NEW HIRES	Number of new employees coming into NASA from an outside source for the time period selected. NOAC = 1\$\$\$ (\$ = any value).
41	NASA NEW HIRES	Sum of Salary: Total Pay for the above employees for the time SALARIES period selected.
42	INTERCENTER TRANSFERS	Number of transfers in from another installation. NOAC = 721A. Do not check REACTIVATION STATUS.
43	INTERCENTER TRANSFERS SALARIES	Sum of Salary: Total Pay for the above employees for the time period selected.
44	COOP CONVERSION TO FTP VA ACTIONS	Number of COOP conversions for the time period selected. (Old Position Type equal 0 or 1 and Old COOP Level not equal I and NOAC equal 5\$\$\$) and (New Position Type = 6 or 7 or (0 when New COOP Level = I)).
45	COOP CONVERSION TO FTP SALARIES	Sum of Salary: Total Pay for line 44 employees for the time period selected.
46	TOTAL GAINS ABOVE	Sum of all the above for numbers of hires in each category for the time period selected. Sum of items 40, 42, 44, and 66 (page 3) or 40, 42, and 70 (page 4).

REPORT 818  
DATA ELEMENTS

## FUND SOURCE 1 REPORT

47	TOTAL SALARIES GAINS	Sum of salaries for line 46 employees. Sum of items 41, 43, 45, and 67 (page 3) or 41, 43, and 71 (page 4).
48	RETIREMENTS (ALL)	Number of employees retiring from NASA for the time period selected. NOAC = 300, 301, 302, 303, 304.
49	RETIREE SALARIES	Sum of Salary: Total Pay for the above employees during the (Incl. Lump Sum Costs) time period selected.
50	INTERCENTER TRANSFERS	Number of transfers out to another installation for the time period selected. NOAC = 721T.
51	INTERCENTER TRANSFER SALARIES	Sum of Salary: Total Pay for the above employees during the time period selected.
52	OTHER SEPARATIONS	Number of employees leaving NASA service for reasons other than retirement during the time period selected. NOAC = 312 through 386.
53	OTHER SEPARATIONS SALARIES	Sum of Salary: Total Pay for the above employees during the time period selected.
54	TOTAL LOSSES	Sum of all the above for numbers of all losses in each category for the time period selected. Sum of items 48, 50, 52, and 68 (page 3) or 44, 48, 50, 52, and 72 (page 4).
55	TOTAL SALARY LOSSES	Sum of salaries for the above employees. Sum of items 49, 51, 53, and 69 (page 3) or 45, 49, 51, 53, and 73 (page 4).
56	RETURN-TO-DUTY ACTIONS	Number of employees returning to duty during the time period selected. Employees previously in extended LWOP category. NOAC = 292.
57	RTD SALARIES	Sum of Annual Salary (Gross Earnings: B/W) for the above employees for the time period selected.
58	EXTENDED LWOP ACTIONS	Number of employees in a non-paid leave status for longer than a 30-day period for the time period selected. NOAC = 450, 452, 460, 471, 472, 473, or 480 or Duty Status = L, M, S, or F.
59	EXTENDED LWOP HOURS	Sum of leave without pay hours (LWOP: Used B/W) accumulated through the time period selected. NOAC = 450, 452, 460, 471, 472, 473, or 480 or Duty Status = L, M, S, or F.
60	EXTENDED LWOP DOLLARS	Calculate for each employee on LWOP (computed value = LWOP: Used B/W * Salary: Hourly) and sum for all employees. NOAC = 450, 452, 460, 471, 472, 473, or 480 or Duty Status = L, M, S, or F.
61	INCIDENTAL LWOP HOURS	Sum of leave without pay hours (LWOP: Used B/W) accumulated though the time period selected. NOAC not equal 450, 452, 460, 471, 472, 473, 480 or Duty-Status not equal L, M, S, or F.
62	INCIDENTAL LWOP DOLLARS	Calculate for each employee on LWOP (computed value = LWOP:Used B/W * Salary: Hourly) and sum for all employees. NOAC not equal 450, 452, 460, 471, 472, 473, 480 or Duty-Status not equal L, M, S, or F.
63	HOLIDAY HOURS	Number of holiday work hours (Holiday: Hours B/W) plus adjustments (Holiday/Wked: Cur Adj Hours) paid for the time period selected.

REPORT 818                      FUND SOURCE 1 REPORT  
DATA ELEMENTS

64	HOLIDAY DOLLARS	Sum of holiday work dollars (Holiday Earnings: B/W) plus adjustments (Holiday/Wked: Cur Adj Earn) paid for the time period selected.
65	AVAILABILITY PAY DOLLARS	Sum of availability pay (Availability Pay: B/W) plus adjustments (Availability Pay: Adj) for the time period selected.
66	OTHER CONVERSIONS ACTIONS COOP	Number of other conversions (NOAC 5\$\$ or NOAC 781) to TO FTP FTP for the time period selected. Old Position Type equals (1 with Old Level = I), 2, 3, 4, 5, 8, 9 and New Position Type equals (0 with New Level = I), 6, 7.
67	OTHER CONVERSIONS TO FTP SALARIES	Sum of Salary: Total Pay for line 66 employees for the time period selected.
68	CONVERSION FROM	Number of conversions (NOAC 5\$\$ or NOAC 781) from full- FTP ACTIONS COOPLEV time permanent for the time period selected. (Old Position Type equal 6 or 7 or (Old Position Type equal 0 and Old eq I)) and (New Position Type not equal 6 or 7 or (New Position Type not equal 0 and New COOPLEV eq I).)
69	CONVERSION FROM	Sum of Salary: Total Pay for line 68 employees for the time FTP period selected.
70	CONVERSIONS FROM FTP ACTIONS	Number of conversions (NOAC 5\$\$ or NOAC 781) from FTP for the time period selected. Old Position Type equals (0 with Old COOP Level = I), 6, 7 and New Position Type not equal () with New Coop Level = I), 6 or 7.
71	CONVERSIONS FROM FTP SALARIES	Sum of Salary: Total Pay for line 70 employees for the time period selected.
72	OTHER CONVERSION TO FTP ACTIONS	Number of other conversions (NOAC 5\$\$ or NOAC 781) from FTP for the time period selected. Old Position Type equals (0 with Old COOP Level = I), 2, 3, 4, 5, 8, or 9 and New Position Type not equals (0 with New Coop with New Coop Level = I), 6, or 7.
73	OTHER CONVERSION TO SALARIES	Sum of Salary: Total Pay for the above employees for the time period FTPselected.

XX CURRENT PAY PERIOD relative to the pay period ending date  
MM STARTING AND ENDING PAY PERIOD DATES

\* Items 1, 2, 41, 43, 45, 47, 49, 51, 53, 55, 57 are not shown on the FTE YTD report.

## **SPECIAL CALCULATIONS**

### FTE YEAR TO DATE

If the OPTIONAL RETIREMENT DATE is before the run date then calculate the LUMP SUM LIABILITY  
RESTORED-LV-BALANCE \* SALARY-HOURLY  
+ ANNUAL-LV-EARN-BALANCE \* SALARY-HOURLY

If DUTY-STATUS = 'L' then calculate EXTENDED LWOP DOLLARS  
LWOP-HRS-USED-BW \* SALARY-HOURLY

If DUTY-STATUS ne 'L' then calculate INCIDENTAL LWOP DOLLARS  
LWOP-HRS-USED-BW \* SALARY-HOURLY

If reemployed annuitant (1,4,5,A,C,E) then calculate  
SALARY OFFSET REEMP ANNUITANTS  
add salary offset, FERS offset, CSRS offset

### BIWEEKLY

If the OPTIONAL RETIREMENT DATE is before the run date then  
calculate the LUMP SUM LIABILITY  
add MER-AL-BALANCE, PAY-RL-HRS-A,B,C reduced by PAY-RL-CUR-HRS-USED(1,2,3)  
multiply the result by PAY-RATE-HRLY

If DUTY-STATUS = 'L' then calculate EXTENDED LWOP DOLLARS  
PAY-PP-HRS(11) \* PAY-RATE-HOURLY

If DUTY-STATUS ne 'L' then calculate INCIDENTAL LWOP DOLLARS  
PAY-PP-HRS(11) \* PAY-RATE-HOURLY

If reemployed annuitant (1,4,5,A,C,E) then calculate  
SALARY OFFSET REEMP ANNUITANTS  
add salary offset, FERS offset, CSRS offset

**REPORT 113****PAYROLL ADVANCE PAY REGISTER****PAYROLL**

PURPOSE: List employees' activities for advance pay in the current pay period.

CONTENT: Details of current pay period advance pay by employee.

SEQUENCE: By pay block and SSN or pay block and employee name.

REPORT NO : 113		SUBJECT TO PRIVACY ACT OF 1974				PAGE:	
SEQUENCED BY:		NASA PAYROLL AND PERSONNEL SYSTEM				DATE:	
		INSTALLATION NAME				TIME:	
		FACILITY NAME					
		PAYROLL ADVANCE PAY REGISTER					
		PAY PERIOD A AS OF B					
PAY BLOCK: CC							
SSN:	NAME:	PAY PLAN	ORG:	FAC:	-----ADVANCED PAY TOTALS-----		
					ADVANCED	CUMULATIVE	BALANCE
					CUR-DED	CUR-ADJ	YTD-DED
DDDDDDDD	EEEEEEEEEEEEEEEEEEEEEEEEEEEE	F	GGGG	H	IIIII.II	JJJJJ.JJ	KKKK.KK
					LLLL.LL	MMM.MM	NNNN.NN
-----ADVANCED PAY/PAY BLOCK TOTALS-----							
ADVANCED CUMULATIVE BALANCE CUR-DED CUR-ADJ YTD-DED							
PAY BLOCK TOTALS:							
000000.00 PPPPPP.PP QQQQQ.QQ RRRRR.RR SSSSS.SS TTTT.TT							
-----ADVANCED PAY/CENTER TOTALS-----							
ADVANCED CUMULATIVE BALANCE CUR-DED CUR-ADJ YTD-DED							
CENTER TOTALS:							
UUUUUU.UU VVVVVV.VV WWWWWW.WW XXXXXX.XX YYYYYY.YY ZZZZZZ.ZZ							
SUBJECT TO PRIVACY ACT OF 1974							

- |   |                               |                             |
|---|-------------------------------|-----------------------------|
| A. Pay Period                           | I. Empl Tot Adv Pay Recvd Amt | R. Total of L for Pay Block |
| B. Pay period ending date               | J. Empl Adv Pay Cum Ded Amt   | S. Total of M for Pay Block |
| C. Pay Block: Processing                | K. I-J                        | T. Total of N for Pay Block |
| D. SSN                                  | L. Empl Adv Pay Ded BW Amt    | U. Center Total of I        |
| E. Employee Name (Last, First, MI, Gen) | M. Empl Adv Pay Adj BW Amt    | V. Center Total of J        |
| F. Pay Plan                             | N. Empl Adv Pay YTD Ded Amt   | W. Center Total of K        |
| G. Organization: Assigned               | O. Total of I for Pay Block   | X. Center Total of L        |
| H. Facility Code                        | P. Total of J for Pay Block   | Y. Center Total of M        |
|   | Q. Total of K for Pay Block   | Z. Center Total of N        |

**SELECTION CRITERIA**

Includes all employees with the following criteria:

- Installation code equal to user designated center code
- Empl Tot Adv Pay Recvd Amt greater than zero
- Facility code equal to user designated facility code if entered

REPORT 426

ANNUAL LEAVE LIABILITY AND OTHER LEAVE/HOUR  
BALANCES REPORT

PAYROLL

PURPOSE: To provide an annual leave liability and other leave/hour balances report at end of fiscal year.

CONTENT: All active employees.

SEQUENCE: Pay Block and SSN, SSN or Name (default is pay block and SSN).

REPORT NO: 426  
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974  
NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAME

PAGE:  
DATE:  
TIME:

ANNUAL LEAVE LIABILITY AND OTHER LEAVE/HOUR BALANCES REPORT  
AS OF XX/XX/XX

NAME PB	SSN	AL-EARN BALANCE	REST-LV BALANCE	S/T ANNUAL LEAVE	CREDIT HRS BALANCE	COMP TIME BALANCE	TOTALS
--	---	-----	-----	-----	-----	-----	-----
hhhhhhhhhhhhhhhhhhhhhh,h	ff ggg-gg-gggg	aaa.aa	bbb.bb	iiii.ii	ccc.cc	dddd.dd	eeee.ee
hhhhhhhhhhhhhhhhhhhhhh,h	ff ggg-gg-gggg	aaa.aa	bbb.bb	iiii.ii	ccc.cc	dddd.dd	eeee.ee
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
hhhhhhhhhhhhhhhhhhhhhh,h	ff ggg-gg-gggg	aaa.aa	bbb.bb	iiii.ii	ccc.cc	dddd.dd	eeee.ee
PAYBLOCK	TOTAL HOURS	jjjjjj.jj	kkkkkk.kk	lllllll.ll	mmmmmm.mm	nnnnnnn.nn	
	TOTAL DOLLARS	ppppppp.pp	qqqqqqq.qq	rrrrrrr.rr	sssssss.ss	ttttttt.tt	uuuuuuu.uu
CENTER	TOTAL HOURS	vvvvvv.vv	wwwww.w	xxxxxxx.xx	yyyyyy.yy	zzzzzz.z	
	TOTAL DOLLARS	BBBBBBB.BB	CCCCCCC.CC	DDDDDD.DD	EEEEEEE.EE	FFFFFFF.FF	GGGGGGGG.GG
=====							
Payroll Staff: Please provide a copy of this report to your organizations General Ledger Staff.							
SUBJECT TO PRIVACY ACT OF 1974							

# REPORT 426 ANNUAL LEAVE LIABILITY AND OTHER LEAVE/HOUR BALANCES REPORT DATA ELEMENTS

---

- a. Annual Leave: Earned Balance
- b. (Restored Leave: Hours Type A + Restored Leave: Hours Type B + Restored Leave: Hours Type C) - RL: Cum Dntd Hr + RL: Dntd-Rtrn Hr - Restored Leave: Used Cum
- c. Credit Hours: Balance
- d. Comp Time: Current Balance (for employees with FLSA status = 'N')
- e.  $(a + b + c + d) * \text{Salary: Hourly}$
- f. Pay Block: Processing
- g. SSN
- h. Name (Last, First, MI)
- X. Pay CNTL: Current PP Ending Date
- i.  $a + b$
- j. Payblock Total of a
- k. Payblock Total of b
- l. Payblock Total of i
- m. Payblock Total of c
- n. Payblock Total of d
- o. Payblock Total of e
- p. Payblock Total of  $(a * \text{Salary: Hourly})$
- q. Payblock Total of  $(b * \text{Salary: Hourly})$
- r. Payblock Total of  $(i * \text{Salary: Hourly})$
- s. Payblock Total of  $(c * \text{Salary: Hourly})$
- t. Payblock Total of  $(d * \text{Salary: Hourly})$
- u. Payblock Total of  $(e * \text{Salary: Hourly})$
- v. Center Total of a
- w. Center Total of b
- x. Center Total of i
- y. Center Total of c
- z. Center Total of d
- A. Center Total of e
- B. Center Total of  $(a * \text{Salary: Hourly})$
- C. Center Total of  $(b * \text{Salary: Hourly})$
- D. Center Total of  $(i * \text{Salary: Hourly})$
- E. Center Total of  $(c * \text{Salary: Hourly})$
- F. Center Total of  $(d * \text{Salary: Hourly})$
- G. Center Total of  $(e * \text{Salary: Hourly})$

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal '3'

**REPORT 427      IRS FORM 1099 MISCELLANEOUS INCOME      PAYROLL**

**PURPOSE:** To provide award recipients with a miscellaneous income statement for filing with Federal, State, and Local taxing authorities.

**CONTENT:** Each award recipient with miscellaneous income.

**SEQUENCE:** Award Recipient Name or Award Recipient SSN

**PAYER INFORMATION**

NAME	=	Installation: Name
ADDRESS	=	Installation Address
FEDERAL ID NUMBER	=	Installation: Fed Tax W2 ID

**RECIPIENT INFORMATION**

IDENTIFICATION NUMBER	=	Award Recipient SSN
NAME	=	Award Recipient Name
ADDRESS	=	Award Recipient Street Address
		Award Recipient City Address
		Award Recipient State Address
		Award Recipient Zip Address

1. Not Used
2. Award Gross Amount, if Award ICB Category Code = 'R'
3. Not Used
4. Award Federal Tax Deduction Amount
5. Not Used
6. Award OASDI Deduction Amount + Award HIT Deduction Amount
7. Award Gross Amount, if Award ICB Category Code not = 'R'
8. Not Used
9. Not Used
10. Not Used
11. Award State Tax Deduction Amount
12. State Employer ID Table Lookup Depending On Award State Tax Code

**SELECTION CRITERIA:**

Includes all non-personnel action cash awards recipients with the following criteria:

- Installation code equals user designated center code
- Award Recipient Government Employee Indicator = 'N' (for all awards received in the current pay year) and Sum of Award Gross Amount greater than \$599.99
- Award ICB Category Code = 'R' and Award Recipient Government Employee Indicator = 'G' or 'N'



REPORT 427

PURPOSE:

CONTENT:

SEQUENCE:

IRS FORM 1099 MISCELLANEOUS INCOME

To provide 1099-MISC Statistics.

1099-MISC Counts and Totals.

N/A

PAYROLL

REPORT NO: 427	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	1090 SPACE CENTER	DATE:
	1099'S EDIT REPORT AND STATISTICS	TIME:
	AS OF 03/07/92	
-----		
NUMBER OF 1099 STATEMENTS . . . . . = A		
-----		
TOTAL ROYALTIES . . . . . = B		
TOTAL NON-GOVERNMENT. . . . . = C		

- A. Number of 1099s written
- B. Award Gross Amount where Award ICB Category Code = R
- C. Award Gross Amount where Award ICB Category Code not = R

**REPORT 518      W2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES      PAYROLL**  
**(REPORT 1 of 3)**

**PURPOSE:** To provide non-employees who have received cash awards with a wage and tax statement for filing with Federal, State, and Local taxing authorities.

**CONTENT:** Report produced for all government non-employees with non-personnel action cash awards in the current pay year.

**SEQUENCE:** 1) Installation Code, SSN  
2) Installation Code, Name

- a. Control Number (A sequential number starting with 1)
- b. Installation: Fed Tax W2 ID
- c. Installation: Name,  
Installation: Address
- d. SSN
- e. Employee Name (First, MI, Last),  
Address: Mailing
1. Total of all current pay year Award Gross Amount
2. Total of all current pay year Award Federal Tax Deduction Amount
3. Total of all current pay year Award OASDI Earnings Amount
4. Total of all current pay year Award OASDI Deduction Amount
5. Total of all current pay year Award HIT Earnings Amount
6. Total of all current pay year Award HIT Deduction Amount
9. Blank
- 13a. Blank
- 13b. Blank
- 15c. Blank
- 15g. Blank
16. State = State Tax: Code or Former State Tax: Code  
Employer's State I.D. No = \*State Employer ID Table Lookup based on State
17. Total of all current pay year Award Gross Amount for all awards where an Award State Tax Deduction Amount is present for a state
18. Total of all current pay year Award State Tax Deduction Amount for a state
19. = City Name      \*Tax Table Look Up Depending On City Tax: Code
20. Total of all current pay year Award Gross Amount for all awards where an Award City Tax Deduction Amount is present for a city
21. Total of all current pay year Award City Tax Deduction Amount for a city

**SELECTION CRITERIA**

Includes employees with following criteria:

- Installation Code equal to user designated Center Code
- Award Recipient Government Employee Indicator = G and ICB Category Code not = R
- Award Payroll Update Indicator = blank

REPORT 518

W-2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES

PAYROLL

PURPOSE:

To provide Statistics for non-employee W-2s.

CONTENT:

W-2's Counts and Totals.

SEQUENCE:

N/A

REPORT NO: 518	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	INSTALLATION NAME	DATE:
	NON-INSTALLATION EMPLOYEES	TIME:

W-2'S EDIT REPORT AND STATISTICS

AS OF MM/DD/YY

-----

NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) ONLY = A,AAA,AAA

NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) AND FICA . . . = F,FFF,FFF

NON-INSTALLATION EMPLOYEES ON FILE . . . . . = D,DDD,DDD

-----

TOTAL NON-INSTALLATION EMPLOYEE W-2 FORMS = C,CCC,CCC

-----

TTL NON-INSTALLATION EMPLOYEE COMPENSATION (NOT DEF) = GGG,GGG,GGG.GG

FEDERAL TAX WITHHELD . . . . . = III,III,III.II

-----

TOTAL HOSP. INS. TAX WAGES . . . . . = JJJ,JJJ,JJJ.JJ

TOTAL HOSP. INS. TAX DEDUCTED . . . . . = KKK,KKK,KKK.KK

-----

TOTAL FICA WAGES . . . . . = LLL,LLL,LLL.LL

TOTAL FICA DEDUCTED . . . . . = MMM,MMM,MMM.MM

-----

TOTAL STATE TAX EARNINGS . . . . . = NNN,NNN,NNN.NN

TOTAL STATE TAX DEDUCTION . . . . . = OOO,OOO,OOO.OO

-----

TOTAL CITY TAX EARNINGS . . . . . = RRR,RRR,RRR.RR

TOTAL CITY TAX DEDUCTION . . . . . = SSS,SSS,SSS.SS

-----

TOTAL NON-INSTALLATION EMPLOYEE COMPENSATION XXX,XXX,XXX.XX

REPORT 518 W-2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES  
DATA ELEMENTS

---

- A. W-2 Form Counts if Award OASDI Deduction Amount = 0  
and Award HIT Deduction Amount > 0
- C. Total W-2 Form Counts
- D. Total Non-Employee Counts
- F. W-2 Counts if Award OASDI Deduction Amount > 0 and HIT Deduction Amount > 0
- G. Total of Award Gross Amount
- I. Total of Award Federal Tax Deduction Amount
- J. Total of Award HIT Earnings Amount
- K. Total of Award HIT Deduction Amount
- L. Total of Award OASDI Earnings Amount
- M. Total of Award OASDI Deduction Amount
- N. Total of Award Gross Amount where Award State Tax Deduction Amount > 0
- O. Total of Award State Tax Deduction Amount
- R. Total of Award Gross Amount where Award City Tax Deduction Amount > 0
- S. Total of Award City Tax Deduction Amount
- X. Total of Award Gross Amount

REPORT 518

W-2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES

PAYROLL

PURPOSE:

To provide Statistics for non-employee W-2s at an Agency Level for the Consolidated Payroll Office.

CONTENT:

W-2's Counts and Totals.

SEQUENCE:

N/A

REPORT NO: 518	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	INSTALLATION NAME	DATE:
	NON-INSTALLATION EMPLOYEES	TIME:

W-2'S EDIT REPORT AND STATISTICS

AS OF MM/DD/YY

Agency Totals

-----

NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) ONLY	=	a,aaa,aaa
NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) AND FICA . . .	=	f,fff,fff
NON-INSTALLATION EMPLOYEES ON FILE . . . . .	=	d,ddd,ddd

-----

TOTAL NON-INSTALLATION EMPLOYEE W-2 FORMS	=	c,ccc,ccc
---	---	-----------

-----

TTL NON-INSTALLATION EMPLOYEE COMPENSATION (NOT DEF)	=	ggg,ggg,ggg.gg
FEDERAL TAX WITHHELD . . . . .	=	iii,iii,iii.ii

-----

TOTAL HOSP. INS. TAX WAGES . . . . .	=	jjj,jjj,jjj.jj
TOTAL HOSP. INS. TAX DEDUCTED . . . . .	=	kkk,kkk,kkk.kk

-----

TOTAL FICA WAGES . . . . .	=	lll,lll,lll.ll
TOTAL FICA DEDUCTED . . . . .	=	mmm,mmm,mmm.mm

-----

TOTAL STATE TAX EARNINGS . . . . .	=	nnn,nnn,nnn.nn
TOTAL STATE TAX DEDUCTION . . . . .	=	ooo,ooo,ooo.oo

-----

TOTAL CITY TAX EARNINGS . . . . .	=	rrr,rrr,rrr.rr
TOTAL CITY TAX DEDUCTION . . . . .	=	sss,sss,sss.ss

-----

TOTAL NON-INSTALLATION EMPLOYEE COMPENSATION	xxx,xxx,xxx.xx
--	----------------

REPORT 518 W-2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES  
DATA ELEMENTS

---

- a. W-2 Form Counts if Award OASDI Deduction Amount = 0 and Award HIT Deduction Amount > 0
- c. Total W-2 Form Counts
- d. Total Non-Employee Counts
- f. W-2 Counts if Award OASDI Deduction Amount > 0 and HIT Deduction Amount > 0
- g. Total of Award Gross Amount
- i. Total of Award Federal Tax Deduction Amount
- j. Total of Award HIT Earnings Amount
- k. Total of Award HIT Deduction Amount
- l. Total of Award OASDI Earnings Amount
- m. Total of Award OASDI Deduction Amount
- n. Total of Award Gross Amount where Award State Tax Deduction Amount > 0
- o. Total of Award State Tax Deduction Amount
- r. Total of Award Gross Amount where Award City Tax Deduction Amount > 0
- s. Total of Award City Tax Deduction Amount
- x. Total of Award Gross Amount

REPORT 114

PURPOSE:

CONTENT:

SEQUENCE:

ICB ASSOCIATED BUSINESS PUBLICATIONS REPORT

PAYROLL

To provide a detailed listing of all ICB Technical Brief awards granted in the last three years

All ICB Technical Brief awards granted in the last three years

Award Recipient Name

REPORT NO: 114		SUBJECT TO PRIVACY ACT OF 1974		PAGE:	
SEQUENCED BY: NAME		NASA PAYROLL AND PERSONNEL SYSTEM		DATE:	
		INSTALLATION NAME		TIME:	
		ICB ASSOCIATED BUSINESS PUBLICATIONS REPORT			
		RECIPIENTS OF TECH BRIEF AWARDS WITHIN LAST THREE YEARS			
		AS OF MM/DD/YY			
CASE NUMBER	RECIPIENT	AWARD DATE	CASE NUMBER	AWARD RECIPIENT	DATE
AA-AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEE FFF GGGGGGGG	CC/CC/CC	AA-AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEE FFF GGGGGGGG	CC/CC/CC
AA-AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEE FFF GGGGGGGG	CC/CC/CC	AA-AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEE FFF GGGGGGGG	CC/CC/CC
AA-AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEE FFF GGGGGGGG	CC/CC/CC	AA-AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEE FFF GGGGGGGG	CC/CC/CC
SUBJECT TO PRIVACY ACT OF 1974					

- A. Award Case Number
- B. Award Recipient Name (Last, First, MI, Gen)
- C. Award Payment Date
- D. Award Recipient Street Address (Line 2 suppressed if blank)
- E. Award Recipient City Address
- F. Award Recipient State Address
- G. Award Recipient Zip Address
- SELECTION CRITERIA:
- Includes all awards with the following criteria:
- Installation code equals user designated center code

- Award ICB Category Code = 'T'

- Award Payment Date within three years of the current pay date

- Award Adjustment Indicator = blank

**REPORT 115 ICB CASH AWARDS LISTING PAYROLL****PURPOSE:** To provide a detailed listing of all ICB awards granted in the last three years.**CONTENT:** All ICB awards granted in the last three years.**SEQUENCE:** Selective by Installation (first two positions of Award Case Number), Award Recipient Name or Installation, Award Recipient SSN or Award Recipient Name or Award Recipient SSN

SUBJECT TO PRIVACY ACT OF 1974 NASA PAYROLL AND PERSONNEL SYSTEM INSTALLATION NAME ICB CASH AWARDS LISTING RECIPIENTS OF CASH AWARDS WITHIN LAST THREE YEARS AS OF MM/DD/YY									
REPORT NO: 115									PAGE:
SEQUENCED BY:									DATE:
									TIME:
NAME/ADDRESS	SSN	EMPLOYEE TYPE	TAX ID STATE CITY	PAYMENT DATE	CASE NUMBER	PR NUMBER	ICB CAT	AWARD AMOUNT	
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK LLLLLLLLLLLLLLLL MMM NNNNNNNNN	BBB-BB-BBBB	CCCCCCCC	DDD JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	III,III.II	
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK LLLLLLLLLLLLLLLL MMM NNNNNNNNN	BBB-BB-BBBB	CCCCCCCC	DDD JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	III,III.II	
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK LLLLLLLLLLLLLLLL MMM NNNNNNNNN	BBB-BB-BBBB	CCCCCCCC	DDD JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	III,III.II	
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK LLLLLLLLLLLLLLLL MMM NNNNNNNNN	BBB-BB-BBBB	CCCCCCCC	DDD JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	III,III.II	

SUBJECT TO PRIVACY ACT OF 1974

- A. Award Recipient Name (Last, First, MI, Gen)  
 B. Award Recipient SSN  
 C. Award Recipient Government Employee Indicator (literal, G = Govt or N = Non Govt)  
 D. Award State Tax Code  
 E. Award Payment Date  
 F. Award Case Number  
 G. Award Procurement Request Number  
 H. Type of ICB Award (literal from table TICBCAT based on Award ICB Category Code)  
 I. Award Gross Amount  
 J. Award City Tax Code

- K. Award Recipient Street Address (Line 2 suppressed if blank)  
 L. Award Recipient City Address  
 M. Award Recipient State Address  
 N. Award Recipient Zip Address

**SELECTION CRITERIA:**

Include all awards with the following criteria:

- Installation equals user designated center code
- Award Type Code = 'V'
- Award Payment Date within three years of the current pay date



**REPORT 116****CASH AWARDS ROYALTIES****PAYROLL**

**PURPOSE:** To provide a listing of year-to-date or cumulative history of all royalties issued to each recipient.

**CONTENT:** All Royalty payments.

**SEQUENCE:** Award Recipient Name

REPORT NO: 116 SEQUENCED BY: NAME		SUBJECT TO PRIVACY ACT OF 1974 NASA PAYROLL AND PERSONNEL SYSTEM INSTALLATION NAME (YTD) (CUMULATIVE) CASH AWARDS ROYALTIES AS OF MM/DD/YY		PAGE: DATE: TIME:
NAME	ADDRESS	PAYMENT DATE	AWARD AMOUNT	
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB CCCCCCCCCCCC DDD EEEEEEEEE	FF/FF/FF . . FF/FF/FF	GGG,GGG.GG . . GGG,GGG.GG	

SUBJECT TO PRIVACY ACT OF 1974

- A. Award Recipient Name (Last, First, MI, Gen)
- B. Award Recipient Street Address (Line 2 suppressed if blank)
- C. Award Recipient City Address
- D. Award Recipient State Address
- E. Award Recipient Zip Address
- F. Award Payment Date
- G. Award Adjusted Gross Amount

**SELECTION CRITERIA:**

Include all awards with the following criteria:

User selects type of report (i.e. YTD or Cumulative)

- Installation equals user designated center code
- Award ICB Category Code = 'R'
- Award Adjustment Indicator = blank

**YTD**

Reject if Award Pay Date < 01/01/current year or > current pay date\*

\* cur-pay-dte = pp-end-dte + 10 days

**CUM**

List all "R" awards in NPS2-awards-file up to current pay dat



# REPORT 117      NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING      PAYROLL SUMMARY

PURPOSE: To provide a summary of all non-personnel action cash awards processed during the current pay period.

CONTENT: Summary of all current non-personnel action cash awards.

SEQUENCE: Center.

REPORT NO: 117	NASA PAYROLL AND PERSONNEL SYSTEM							PAGE:	
SEQUENCED BY:	INSTALLATION NAME							DATE:	
	NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING SUMMARY							TIME:	
	AS OF MM/DD/YY								
	NO OF AWARDS	GROSS GOVT	AWARDS NON-GOVT	FEDERAL TAX	STATE TAX	CITY TAX	OASDI DEDUCT	HIT DEDUCT	NET AWARD
	-----	-----	-----	-----	-----	-----	-----	-----	-----
NON-ICB AWARDS	AAAA	BBBBBBBB.BB	CCCCCCCC.CC	DDDDDDDD.DD	EEEEEE.EE	FFFFFF.FF	GGGGGG.GG	HHHHHH.HH	IIIIIIII.II
ICB AWARDS									
TECH BRIEF (T)	JJJJ	KKKKKKKK.KK	LLLLLLLL.LL	MMMMMMMM.MM	NNNNNN.NN	OOOOOO.OO	PPPPPP.PP	QQQQQQ.QQ	RRRRRRRR.RR
PATENT (P)	SSSS	TTTTTTT.TT	UUUUUUUU.UU	VVVVVVVV.VV	WWWWWW.WW	XXXXXX.XX	YYYYYY.YY	ZZZZZZ.ZZ	aaaaaaaa.aa
MONETARY (M)	bbbb	ccccccc.cc	ddddddd.dd	eeeeeee.ee	ffffff.ff	gggggg.gg	hhhhh.hh	iiiii.ii	jjjjjjj.jj
ROYALTY (R)	tttt	uuuuuuu.uu	vvvvvvv.vv	wwwwwww.w	xxxxxx.xx	yyyyyy.yy	zzzzz.zz	11111.11	222222.22
TOTAL ICB	kkkkk	11111111.11	mmmmmmmm.m	nnnnnnnn.n	ooooooo.o	pppppp.p	qqqqqq.q	rrrrrr.r	ssssssss.ss

## DATA ELEMENTS

### A - I includes data for Award Type Code not = 'V'

- A. Count of awards if Award Adjustment Indicator = blank
- B. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- C. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- D. Sum of Award Federal Tax Deduction Amount
- E. Sum of Award State Tax Deduction Amount
- F. Sum of Award City Tax Deduction Amount
- G. Sum of Award OASDI Deduction Amount
- H. Sum of Award HIT Deduction Amount
- I. Sum of Award Net Amount

### J - R includes data for Award Type Code = 'V' and Award ICB Category Code = 'T'

- J. Count of awards if Award Adjustment Indicator = blank
- K. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- L. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- M. Sum of Award Federal Tax Deduction Amount
- N. Sum of Award State Tax Deduction Amount
- O. Sum of Award City Tax Deduction Amount
- P. Sum of Award OASDI Deduction Amount
- Q. Sum of Award HIT Deduction Amount
- R. Sum of Award Net Amount

REPORT 117 NON-PERSONNEL ACTION CASH AWARDS EDIT LISTINGS SUMMARY  
DATA ELEMENTS (cont'd)

---

S - a includes data for Award Type Code = 'V' and Award ICB Category Code = 'P'

- S. Count of awards if Award Adjustment Indicator = blank
- T. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- U. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- V. Sum of Award Federal Tax Deduction Amount
- W. Sum of Award State Tax Deduction Amount
- X. Sum of Award City Tax Deduction Amount
- Y. Sum of Award OASDI Deduction Amount
- Z. Sum of Award HIT Deduction Amount
- a. Sum of Award Net Amount

b - j includes data for Award Type Code = 'V' and Award ICB Category Code = 'M'

- b. Count of awards if Award Adjustment Indicator = blank
- c. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- d. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- e. Sum of Award Federal Tax Deduction Amount
- f. Sum of Award State Tax Deduction Amount
- g. Sum of Award City Tax Deduction Amount
- h. Sum of Award OASDI Deduction Amount
- i. Sum of Award HIT Deduction Amount
- j. Sum of Award Net Amount
- k.  $J + S + b + t$
- l.  $K + T + c + u$
- m.  $L + U + d + v$
- n.  $M + V + e + w$
- o.  $N + W + f + x$
- p.  $O + X + g + y$
- q.  $P + Y + h + z$
- r.  $Q + Z + i + 1$
- s.  $R + a + j + 2$

t - 2 includes data for Award Type Code = 'V' and Award ICB Category Code = 'R'

- t. Count of awards if Award Adjustment Indicator = blank
- u. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- v. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- w. Sum of Award Federal Tax Deduction Amount
- x. Sum of Award State Tax Deduction amount
- y. Sum of Award City Tax Deduction amount
- z. Sum of Award OASDI Deduction Amount
- 1. Sum of Award HIT Deduction Amount
- 2. Sum of Award Net Amount



<b>REPORT 309</b>	<b>PAYROLL CONSOLIDATED OVERTIME/COMPENSATORY- TIME/CREDIT-HOUR REPORT</b>	<b>PAYROLL</b>
PURPOSE:	To provide a current pay period report of employee overtime (fiscal year to date), compensatory, and credit hour information.	
CONTENT:	All employees who have overtime, compensatory time, or credit hours.	
SEQUENCE:	By Center, Organization (Directorate through Section) and SSN, by Organization (Directorate through Section) and Name, by Name or by SSN.	

REPORT NO: 309  
SEQUENCED BY:SUBJECT TO PRIVACY ACT OF 1974  
NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAME  
FACILITY NAME  
PAYROLL O/T C/T CREDIT HOUR REPORT  
PAY PERIOD aa AS OF bb/bb/bbbbPAGE:  
DATE:  
TIME:

ORGANIZATION	SSN	EMPLOYEE NAME	-----OVERTIME/ADJUSTMENT/HOLIDAY WORKED-----																								
			HRS-BW	EARN-BW	HRS-FYTD	EARN-FYTD	HRS-CYTD	EARN-CYTD																			
COMP CODE	CUR/BAL	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	EARN	USED	FORFEIT	PAID	BALANCE	FORFEIT	EARN	USED	FLSA									
			1	2	3	4	5	6	7																		
cccc	ddddd	ddddd	eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	ffff	ff	gggggggg	gg	hhhh	hh	iiiiiii	ii	jjjj	jj	kkkkkkk	kk	1											
mmmm	mm	nnn	nn	ooo	oo	ppp	pp	qqq	qq	rrr	rr	sss	ss	ttt	tt	uuu	uu	vvv	vv	www	ww	xxx	xx	yyy	yy	zzz	zz
111	11	222	22	333	33	4	5																				
SECTION TOTALS SSSSS.SS	AAAAA.AA	BBBBBBB.BB	CCCCC.CC	DDDDDDD.DD	EEEEEE.EE	FFFFFFF.FF	GGGGG.GG	HHHHH.HH	IIIII.II	JJJJJ.JJ	KKKKK.KK	LLLLL.LL	MMMMM.MM	NNNNN.NN	OOOOO.OO	PPPPP.PP	QQQQQ.QQ	RRRRR.RR									
			TTTTT.TT	UUUUU.UU	VVVVV.VV																						
SECTION TOTALS SSSSS.SS	AAAAA.AA	BBBBBBB.BB	CCCCC.CC	DDDDDDD.DD	EEEEEE.EE	FFFFFFF.FF	GGGGG.GG	HHHHH.HH	IIIII.II	JJJJJ.JJ	KKKKK.KK	LLLLL.LL	MMMMM.MM	NNNNN.NN	OOOOO.OO	PPPPP.PP	QQQQQ.QQ	RRRRR.RR									
BRANCH TOTALS SSSSS.SS	AAAAA.AA	BBBBBBB.BB	CCCCC.CC	DDDDDDD.DD	EEEEEE.EE	FFFFFFF.FF	GGGGG.GG	HHHHH.HH	IIIII.II	JJJJJ.JJ	KKKKK.KK	LLLLL.LL	MMMMM.MM	NNNNN.NN	OOOOO.OO	PPPPP.PP	QQQQQ.QQ	RRRRR.RR									
DIVISION TOTALS SSSSS.SS	AAAAA.AA	BBBBBBB.BB	CCCCC.CC	DDDDDDD.DD	EEEEEE.EE	FFFFFFF.FF	GGGGG.GG	HHHHH.HH	IIIII.II	JJJJJ.JJ	KKKKK.KK	LLLLL.LL	MMMMM.MM	NNNNN.NN	OOOOO.OO	PPPPP.PP	QQQQQ.QQ	RRRRR.RR									
DIRECTORATE TOTALS SSSSS.SS	AAAAA.AA	BBBBBBB.BB	CCCCC.CC	DDDDDDD.DD	EEEEEE.EE	FFFFFFF.FF	GGGGG.GG	HHHHH.HH	IIIII.II	JJJJJ.JJ	KKKKK.KK	LLLLL.LL	MMMMM.MM	NNNNN.NN	OOOOO.OO	PPPPP.PP	QQQQQ.QQ	RRRRR.RR									
CENTER TOTALS SSSSS.SS	AAAAA.AA	BBBBBBB.BB	CCCCC.CC	DDDDDDD.DD	EEEEEE.EE	FFFFFFF.FF	GGGGG.GG	HHHHH.HH	IIIII.II	JJJJJ.JJ	KKKKK.KK	LLLLL.LL	MMMMM.MM	NNNNN.NN	OOOOO.OO	PPPPP.PP	QQQQQ.QQ	RRRRR.RR									

SUBJECT TO PRIVACY ACT OF 1974





REPORT 309  
 PAYROLL CONSOLIDATED OVERTIME/COMPENSATORY-TIME/CREDIT-HOUR REPORT  
 DATA ELEMENTS

---

- b. Current Pay Period Ending Date
- c. Pay Organization
- d. Pay SSN
- e. Pay Last Name, Pay First Name, Pay MI, Pay Suffix
- f. Overtime: Hours B/W + Pay Adjust Hrs OT + Holiday Hours: B/W + Comp Time: Hrs Paid B/W
- g. Overtime: Earnings B/W + Overtime: Earnings Adjustment + Holiday Earnings: B/W + Comp Time: Cur CT Paid Amt
- h. OT Hrs BW + OT Hrs Adj + Holiday Hrs BW (Fiscal Year to Date)
- i. OT Earn BW + OT Earn Adj + Holiday Earn BW (Fiscal Year to Date)
- j. Overtime: Hours YTD + Holiday Hours: YTD
- k. Overtime: Earnings YTD + Holiday Earnings: YTD
- l. Compensatory Code ' ' = Regular
- m. Comp Time: Current Balance
- n. Comp Time: Hours 1
- o. Comp Time: Hours 2
- p. Comp Time: Hours 3
- q. Comp Time: Hours 4
- r. Comp Time: Hours 5
- s. Comp Time: Hours 6
- t. Comp Time: Hours 7
- u. Comp Time: Earned B/W (Primary)
- v. Comp Time: Used B/W + Extended Used B/W
- w. Comp Time: Forfeited B/W (Primary)
- x. Comp Time: Hrs Paid B/W (Primary)
- l. Compensatory Code 'r' = Religious
- m. Comp Time: Relig Balance
- n. Comp Time: Relig Hours 1
- o. Comp Time: Relig Hours 2
- p. Comp Time: Relig Hours 3
- q. Comp Time: Relig Hours 4
- r. Comp Time: Relig Hours 5
- s. Comp time: Relig Hours 6
- t. Comp Time: Relig Hours 7
- u. Comp Time: Relig Earned B/W
- v. Comp Time: Relig Used B/W
- w. Comp Time: Relig Forfeited B/W
- x. None
- 1. Credit Hours: Balance
- 2. Credit Hours: Forf B/W
- 3. Credit Hours: Earned B/W
- 4. Credit Hours: Used B/W
- 5. Pay FLSA Status
- A. Section, Branch, Division, Directorate and Center totals of f

REPORT 309

PAYROLL CONSOLIDATED OVERTIME/COMPENSATORY-TIME/CREDIT-HOUR REPORT  
DATA ELEMENTS

---

- B. Section, Branch, Division, Directorate and Center totals of g
- C. Section, Branch, Division, Directorate and Center totals of h
- D. Section, Branch, Division, Directorate and Center totals of i
- E. Section, Branch, Division, Directorate and Center totals of j
- F. Section, Branch, Division, Directorate and Center totals of k
- G. Section, Branch, Division, Directorate and Center totals of m
- H. Section, Branch, Division, Directorate and Center totals of n
- I. Section, Branch, Division, Directorate and Center totals of o
- J. Section, Branch, Division, Directorate and Center totals of p
- K. Section, Branch, Division, Directorate and Center totals of q
- L. Section, Branch, Division, Directorate and Center totals of r
- M. Section, Branch, Division, Directorate and Center totals of s
- N. Section, Branch, Division, Directorate and Center totals of t
- O. Section, Branch, Division, Directorate and Center totals of u
- P. Section, Branch, Division, Directorate and Center totals of v
- Q. Section, Branch, Division, Directorate and Center totals of w
- R. Section, Branch, Division, Directorate and Center totals of x
- S. Section, Branch, Division, Directorate and Center totals of 1
- T. Section, Branch, Division, Directorate and Center totals of 2
- U. Section, Branch, Division, Directorate and Center totals of 3
- V. Section, Branch, Division, Directorate and Center totals of 4

DD/MM/YY

- 1 - Pay Cntl: Current PP Ending Date + 84 days
- 2 - Pay Cntl: Current PP Ending Date + 70 days
- 3 - Pay Cntl: Current PP Ending Date + 56 days
- 4 - Pay Cntl: Current PP Ending Date + 42 days
- 5 - Pay Cntl: Current PP Ending Date + 28 days
- 6 - Pay Cntl: Current PP Ending Date + 14 days
- 7 - Pay Cntl: Current PP Ending Date

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code = User Designated Center Code
- Duty status not = 'Z'
- Facility Code = User Designated Facility Code
- Balance in CT or Credit Hours or Overtime Paid in the current fiscal year to date.

**REPORT 979      NON-PERSONNEL ACTION CASH AWARDS QUERY -      PAYROLL**  
**QCASH**

**PURPOSE:** To provide a summary of all non-personnel action cash awards processed during the current pay period

**CONTENT:** Summary of all current non-personnel action cash awards.

**SEQUENCE:**

COMMAND: \_\_\_\_\_ NPPS 92-07-29  
 NAO5130 NON-PERSONNEL ACTION CASH AWARDS REGISTER - QCASH 15:40:13  
 -----

	GROSS	FED	STATE	CITY	FICA	HIT	AWD CNT
NON-EMPL:	A	B	C	D	E	F	G
ICB AWDS:							
T	H	I	J	K	L	M	N
P	O	P	Q	R	S	T	U
M	V	W	X	Y	Z	a	b
R	c	d	e	f	g	h	i
TOTAL:	j	k	l	m	n	o	p
GRAND							
TOTAL:	q	r	s	t	u	v	w

-----

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

**REPORT 979      NON-PERSONNEL ACTION CASH AWARDS QUERY – QCASH**  
**DATA ELEMENTS**

A - G includes data for Award Type Code not = 'V'

- A. Sum of Award Gross Amount
- B. Sum of Award Federal Tax Deduction Amount
- C. Sum of Award State Tax Deduction Amount
- D. Sum of Award City Tax Deduction Amount
- E. Sum of Award OASDI Deduction Amount
- F. Sum of Award HIT Deduction Amount
- G. Count of Awards if Award Adjustment Indicator = blank

H - N includes data for Award Type Code = 'V' and Award ICB Category Code = 'T'

- H. Sum of Award Gross Amount
- I. Sum of Award Federal Tax Deduction Amount
- J. Sum of Award State Tax Deduction Amount
- K. Sum of Award City Tax Deduction Amount
- L. Sum of Award OASDI Deduction Amount
- M. Sum of Award HIT Deduction Amount
- N. Count of Awards if Award Adjustment Indicator = blank

O - U includes data for Award Type Code = 'V' and Award ICB Category Code = 'P'

- O. Sum of Award Gross Amount
- P. Sum of Award Federal Tax Deduction Amount
- Q. Sum of Award State Tax Deduction Amount
- R. Sum of Award City Tax Deduction Amount
- S. Sum of Award OASDI Deduction Amount

- T. Sum of Award HIT Deduction Amount
- U. Count of Awards if Award Adjustment Indicator = blank

V - b includes data for Award Type Code = 'V' and Award ICB Category Code = 'M'

- V. Sum of Award Gross Amount
- W. Sum of Award Federal Tax Deduction Amount
- X. Sum of Award State Tax Deduction Amount
- Y. Sum of Award City Tax Deduction Amount
- Z. Sum of Award OASDI Deduction Amount
- a. Sum of Award HIT Deduction Amount
- b. Count of Awards if Award Adjustment Indicator = blank

c - i includes data for Award Type Code = 'V' and Award ICB Category Code = 'R'

- c. Sum of Award Gross Amount
- d. Sum of Award Federal Tax Deduction Amount
- e. Sum of Award State Tax Deduction Amount
- f. Sum of Award City Tax Deduction Amount
- g. Sum of Award OASDI Deduction Amount
- h. Sum of Award HIT Deduction Amount
- i. Count of Awards if Award Adjustment Indicator = blank
- j.  $H + O + V + c$
- k.  $I + P + W + d$
- l.  $J + Q + X + e$
- m.  $K + R + Y + f$
- n.  $L + S + Z + g$
- o.  $M + T + a + h$
- p.  $N + U + b + i$
- q.  $A + j$
- r.  $B + k$
- s.  $C + l$
- t.  $D + m$
- u.  $E + n$
- v.  $F + o$
- w.  $G + p$

**REPORT 119**

**PURPOSE:**  
**CONTENT:**  
**SEQUENCE:**

**TIME OFF AWARD REGISTER**  
To list all employees for the reporting of time off award hours in the current pay period.  
Details of current pay period time off award hours.  
By Pay Block & SSN or Pay Block & Employee Name or SSN or Employee Name.

**PAYROLL**

REPORT NO: 119		SUBJECT TO PRIVACY ACT OF 1974								PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM								DATE:	
		INSTALLATION NAME								TIME:	
		TIME OFF AWARDS REGISTER									
		AS OF MM/DD/YY									
SSN	NAME	ORG	T/O HRS	B/W	T/O HRS YTD	FORFEIT B/W	FORFEIT YTD	BAL	NTE DATE	COST YTD	
AAAAAAAA	BB	CCCC	DDDD.DD	EEEE.EE	FFFF.FF	GGGG.GG	HHHH.HH	IIII.II	KKKKKKKK	JJJJJJJJ.JJ	
			DDDD.DD	EEEE.EE	FFFF.FF	GGGG.GG	HHHH.HH	IIII.II	KKKKKKKK		
			.	.	.	.	.	.	.		
			.	.	.	.	.	.	.		
			.	.	.	.	.	.	.		
			DDDD.DD	EEEE.EE	FFFF.FF	GGGG.GG	HHHH.HH	IIII.II	KKKKKKKK		
AAAAAAAA	BB	CCCC	DDDD.DD	EEEE.EE	FFFF.FF	GGGG.GG	HHHH.HH	IIII.II	KKKKKKKK	JJJJJJJJ.JJ	
			DDDD.DD	EEEE.EE	FFFF.FF	GGGG.GG	HHHH.HH	IIII.II	KKKKKKKK		
			.	.	.	.	.	.	.		
			.	.	.	.	.	.	.		
			.	.	.	.	.	.	.		
			DDDD.DD	EEEE.EE	FFFF.FF	GGGG.GG	HHHH.HH	IIII.II	KKKKKKKK		

- A. SSN

B. Employee Name (Last,First,MI,Suffix)

C. Organization Assigned

D. Employee Time Off Award Hours Quantity

E. Employee Time Off Award Hours Current Used Quantity

F. Employee Time Off Award Hours Year to Date Used Quantity

G. Employee Time Off Award Hours Current Forfeited Quantity

H. Employee Time Off Award Hours Year to Date Forfeited Quantity

I. Compute Balance

J. Employee Time Off Year to Date Cost

K. Employee Time Off Award Expiration Date
- SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code

- Facility code equals user designated facility code if entered

- If D, E, F, G, or H is not zero

**REPORT 315 LEAVE STATUS REPORT****PAYROLL**

**PURPOSE:** To provide a current pay period leave status for 1) all employees or 2) only employees in a use or lose leave status.

**CONTENT:** Either all active employees who have a leave balance or only employees in a use or lose leave status.

**SEQUENCE:** By Organization and SSN, by Organization and Name, by Name or by SSN.

REPORT NO: 315  
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974  
NASA PAYROLL AND PERSONNEL SYSTE  
INSTALLATION NAME  
FACILITY NAME  
LEAVE STATUS - D  
FOR LEAVE YEAR ENDING CC/CC/CCCC  
PAY PERIOD ENDED aa/aa/aaaa

PAGE:  
DATE:  
TIME:

ORG	SSN	EMPLOYEE NAME	FLSA	-----ANNUAL LEAVE-----				-----RESTORED LEAVE-----						
				CEILING	CAT	USED-BW	USED-YTD	ADV-BAL	USE/LOSE	USED-BW	USED-YTD	BALANCE	USE/LOSE	
-----COMP TIME-----				-----SICK LEAVE-----				-----MILITARY LEAVE-----				-----NON-PD-LV--- DONATED		
BALANCE	RELIG-BAL	BALANCE		USED-BW	USED-YTD	BALANCE	ADV-BAL	USED-YTD	DAYS-FYTD	USED-BW	USED-YTD	LEAVE		
bbbb	cccccccc	dddddddddd	eeeeeeee	f	ggggg	h	iii.ii	jjjj.jj	kkkkk.kk	lllll.ll	mmm.mm	nnnn.nn	oooo.oo	pppp.pp
qqqq.qq	rrrr.rr	ssss.ss		ttdt	tt	uuuu.uu	vvvv.vv	www.w	xxxxxxx.xx	yyyy.yy	zzz.zz	AAAA.AA	BBBB.BB	
bbbb	cccccccc	dddddddddd	eeeeeeee	f	ggggg	h	iii.ii	jjjj.jj	kkkkk.kk	lllll.ll	mmm.mm	nnnn.nn	oooo.oo	pppp.pp
qqqq.qq	rrrr.rr	ssss.ss		ttdt	tt	uuuu.uu	vvvv.vv	www.w	xxxxxxx.xx	yyyy.yy	zzz.zz	AAAA.AA	BBBB.BB	

SUBJECT TO PRIVACY ACT OF 1974

- |  |   |
|--|---|
| a. Pay Period Ending Date  | r. Comp Time: Relig Balance   |
| b. Organization: Assigned  | s. Credit Hours: Balance  |
| c. SSN   | t. Sick Leave: Used B/W   |
| d. Name: Last  | u. Sick Leave: Used YTD   |
| e. Name: First   | v. Sick Leave: Balance  |
| f. FLSA Pay Status   | w. Sick Leave: Advance Balance  |
| g. Annual Leave: Ceiling   | x. Military Leave: Used YTD Hours   |
| h. Annual Leave: Category Code   | y. Military Leave: Balance Days FYTD  |
| i. Annual Leave: Used B/W  | z. LWOP/AWOL/SUSP: Used B/W   |
| j. Annual Leave: Used YTD  | A. LWOP/AWOL/SUSP: Used YTD   |
| k. Annual Leave: Advance Bal (Annual Leave Projection + Annual Leave: Earned Balance)  | B. Donated AL: Bal Available  |
| l. Annual Leave Use/Lose For Pay Plan = 'ES' or 'EX' and Annual Leave: SES Chg This Year = 'Y' = Greatest of: (k - Annual Leave: SES First Year - g or k - g (if ES and g > 720) or k - 720 (if ES and g < 720) (if > 0) For other 'EX', zero For all others = k - g (if > 0)) | C. Current Leave Year Ending Date   |
| m. Restored Leave: Used B/W  | D. Literal based on Selection Criteria: Either 'All Employees' or 'Use or Lose Only'      |
| n. Restored Leave: Used YTD  |   |
| o. Restored Leave: Current Balance (Restored Leave: Hours Type A (1:3) + Restored Leave: Hours Type B (1:3) + Restored Leave: Hours Type C (1:3) - RL: Cum Dntd Hr (1:3) + RL: Cum Dntd Rtrn Hr (1:3) - Restored Leave: Used Cum)  | SELECTION CRITERIA:<br>Includes all employees with the following criteria:                |
| p. Restored Leave: Current LY Balance Use/Lose (Same as 'o' but only include if the Restored Leave: Expir Date <= the current Leave-Year ending date)  | - Installation Code equals user designated Center Code                                    |
| q. Comp Time: Current Balance  | - Facility Code equals user designated Facility Code if entered                           |
|  | For All Employees Report  |
|  | - All Active employees (Duty Status NE 'Z')   |
|  | For Use or Lose Only Report   |
|  | - All employees with a value greater than 0 for l or p                                    |
|  | TTotals of all hour fields at the Directorate, Division, Section, and Organization Levels |

REPORT NAB6188

PURPOSE:

CONTENT:

SEQUENCE:

CFC TRANSACTION INTERFACE REPORT

To provide a listing of all CFC transactions processed through the batch CFC Interface.

All CFC transactions processed through the CFC Interface.

By SSN or Name.

PAYROLL

REPORT NO: NAB6188		SUBJECT TO PRIVACY ACT OF 1974		PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM		DATE:	
		INSTALLATION NAME		TIME:	
		CFC TRANSACTION INTERFACE REPORT			
		AS OF MM/DD/YY			
SSN	NAME / ERROR MESSAGE	CFC ORG	DED AMT		
AAA-AA-AAAA	BB	CCCCCCCCC	DDD.DD		
	F				
AAA-AA-AAAA	BB	CCCCCCCCC	DDD.DD		
	F				
AAA-AA-AAAA	BB	CCCCCCCCC	DDD.DD		
	F				
AAA-AA-AAAA	BB	CCCCCCCCC	DDD.DD		
	F				
AAA-AA-AAAA	BB	CCCCCCCCC	DDD.DD		
	F				
TOTAL			----- EEEEEEEEEE.EE		
SUBJECT TO PRIVACY ACT OF 1974					

- A. SSN
- B. Employee Name (Last,First,MI,Gen)
- C. CFC: Agency Code
- D. CFC: Requested Deduction
- E. Total of D
- F. Error Message (\*\* messages only)

**REPORT 250 TALC ADJUSTMENTS AND THEIR RESOLUTION PAYROLL**

**PURPOSE:** To provide a record of TALC adjustments.

**CONTENT:** All TALC adjustments for the current pay period.

**SEQUENCE:** SSN

REPORT NO: 250		SUBJECT TO PRIVACY ACT OF 1974										PAGE:	
SEQUENCE:		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:	
		INSTALLATION NAME										TIME:	
		TALC ADJUSTMENTS AND THEIR RESOLUTION											
		AS OF AA/AA/AA											
SSN	TALC ADJUSTMENT CTL# RESOLUTION	REG OT	NITE SUN	HAZ CTE	CTU HOLW	AL SL	LWOP SUSP	AWOL HOLV	REST	C HRS C HRS	OTHER LV C HRS	ENTERED C HRS	
BBB-BB-BBBB	CCCC DDDDDDDDDDDDDDDDD FFF.FF HHH.HH JJJ.JJ LLL.LL NNN.NN PPP.PP RRR.RR TTT.TT U VVV.VV Y ZZZ.ZZ												
	ADJUSTMENT FOR EEEEE	GGG.GG	III.II	KKK.KK	MMM.MM	OOO.OO	QQQ.QQ	SSS.SS		W XXX.XX	a bbb.bb		
	BASE PAY ADJ cccccc.cc	OT PAY ADJ eeeee.ee		HOL WKED ADJ	gggggg.gg		HAZ PAY ADJ	iiiiii.ii					
	NITE PAY ADJ ffffff.ff	SUN PAY ADJ	hhhhh.hh										
BBB-BB-BBBB	CCCC DDDDDDDDDDDDDDDDD FFF.FF HHH.HH JJJ.JJ LLL.LL NNN.NN PPP.PP RRR.RR TTT.TT U VVV.VV Y ZZZ.ZZ												
	ADJUSTMENT FOR EEEEE	GGG.GG	III.II	KKK.KK	MMM.MM	OOO.OO	QQQ.QQ	SSS.SS		W XXX.XX	a bbb.bb		
	BASE PAY ADJ cccccc.cc	OT PAY ADJ eeeee.ee		HOL WKED ADJ	gggggg.gg		HAZ PAY ADJ	iiiiii.ii					
	NITE PAY ADJ ffffff.ff	SUN PAY ADJ	hhhhh.hh										
..... NET HOURS AND DOLLARS FROM SUCCESSFUL TALC ADJUSTMENTS .....													
TOTAL NET BASE HOUR ADJUSTMENT: jjjjjj						TOTAL NET BASIC PAY ADJUSTMENT: mm,mmm,mmm.mm							
TOTAL NET PREMIUM HOUR ADJUSTMENT: kkkkkk						TOTAL NET PREMIUM PAY ADJUSTMENT: nn,nnn,nnn.nn							
TOTAL NET NON-PAID HOUR ADJUSTMENT: llllll													
TOTAL SUCCESSFUL ADJUSTMENT RECORDS:ooooo													
TOTAL FAILED ADJUSTMENT RECORDS:ppppp													

SUBJECT TO PRIVACY ACT OF 1974

**REPORT 250 TALC ADJUSTMENTS AND THEIR RESOLUTION**

**DATA ELEMENTS**

- A. PAY CNTL: CURRENT PP ENDING DATE
- B. SSN
- C. EMPL PRIOR PP SRC NMBR
- D. EMPL PRIOR PP APLD CODE = "G"  
If value "G" = "ADJUSTMENT COMPLETE"  
If value " " = "ADJUSTMENT NOT APPLIED" .. otherwise = "ADJUSTMENT FAILED"
- E. EMPL PRIOR PP DATE (YYYYPP)
- F. EMPL PRIOR PP REG HRS QTY
- G. EMPL PRIOR PP OT HRS QTY
- H. EMPL PRIOR PP NITE HRS QTY
- I. EMPL PRIOR PP SUN HRS QTY
- J. EMPL PRIOR PP HAZ HRS QTY
- K. EMPL PRIOR PP CT ERND HRS QTY
- L. EMPL PRIOR PP CT USED HRS QTY
- M. EMPL PRIOR PP HOL WKD HRS QTY
- N. EMPL PRIOR PP AL HRS QTY



REPORT 250                      TALC ADJUSTMENTS AND THEIR RESOLUTION  
DATA ELEMENTS

---

- O. EMPL PRIOR PP SL HRS QTY
- P. EMPL PRIOR PP LWOP HRS QTY
- Q. EMPL PRIOR PP SUS HRS QTY
- R. EMPL PRIOR PP AWOL HRS QTY
- S. EMPL PRIOR PP HOL LV HRS QTY
- T. EMPL PRIOR PP RSTR LV HRS QTY
- U. EMPL PRIOR PP OTHLV CODE1
- V. EMPL PRIOR PP OTHLV HRS1 QTY
- W. EMPL PRIOR PP OTHLV CODE2
- X. EMPL PRIOR PP OTHLV HRS2 QTY
- Y. EMPL PRIOR PP OTHLV CODE3
- Z. EMPL PRIOR PP OTHLV HRS3 QTY
- a. EMPL PRIOR PP OTHLV CODE4
- b. EMPL PRIOR PP OTHLV HRS4 QTY
- c. EMPL PRIOR PP BASE PAY AMT
- e. EMPL PRIOR PP OT PAY AMT
- f. EMPL PRIOR PP NITE PAY AMT
- g. EMPL PRIOR PP HOL WKD PAY AMT
- h. EMPL PRIOR PP SUN PAY AMT
- i. EMPL PRIOR PP HAZ PAY AMT
- j. Total of F, L, N, O, S, T, and hours associated with OTHLV CODE values A, C, D, E, G, H, I, J, M, R, and T, (i.e., regular and paid leave)
- k. Total of G, H, I, J, and M hours from successful adjustments
- l. Total of P, Q, and R hours from successful adjustments
- m. Total of c from successful adjustments
- n. Total of e, f, g, h, and i from successful adjustments
- o. Total successful adjustments (EMPL PRIOR PP APLD CODE = "G")
- p. Total failed adjustments (EMPL PRIOR PP APLD CODE not = "G")

SELECTION CRITERIA:

Includes all NPS2-PAY-TA-DATA records in which the EMPL PRIOR PP FLAG is not equal to a space

## REPORT 5020 SECURITY VIOLATIONS REPORT

## PAYROLL

PURPOSE:	To provide a listing of all failed attempts to log on to NPPS.
CONTENT:	All unsuccessful attempts to log on to NPPS each day. Date may be selected.
SEQUENCE:	By IMFH Date, IMFH Time.

REPORT NO: 5020	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY: DATE, TIME	INSTALLATION NAME	DATE:
	SECURITY VIOLATIONS REPORT	TIME:
	AS OF MM/DD/YY	
DATE	TIME	USERID
AA/AA/AA	BB:BB:BB	CCCCCCCC
05/11/94	13:02:24	JOEUSER

- A. IMFH Date
- B. IMFH Time
- C. IMFH Transaction (Userid used on 3rd unsuccessful attempt)

SELECTION CRITERIA:

- Installation code equals user designated center code
- IMFH Template ID equals 'MAIN'
- IMFH Date equals current date or date specified by user

**REPORT 456****NEBA BIWEEKLY SUMMARY****PAYROLL**

**PURPOSE:** To provide a report summarizing NEBA activity for the selected pay period.

A data tape will be created for the Home Life Financial Assurance Co.

**CONTENT:** All employees enrolled in the NEBA program.

**SEQUENCE:** Center, Employee Name, SSN.

REPORT NO: 456			SUBJECT TO PRIVACY ACT OF 1974										PAGE:		
SEQUENCE BY SSN			NASA PERSONNEL AND PAYROLL SYSTEM										DATE:		
			INSTALLATION NAME										TIME:		
			NEBA BIWEEKLY SUMMARY												
			PAY PERIOD ENDING MM/DD/YY												
NAME	SSN	AGE	BASIC COVER	SPO COVER	OPT COVER	BASIC DED	SPOUSE DED	OPTNL DED	----TRAVEL----			TOTAL DED	LWOP SINCE	CHPT DEP	SMKR IND
				* 1000					* 1000						
HAMPTON, DAVID K. JR	111-11-1111	25	1000000	25	100	100.00	100.00	100.00	100	10	400.00	1000.00	11/26/90	12/12/90	Y
AAAAAAAAAAAAAAAAAAAAAAAAAAAA BBB-BB-BBBB CC DDDDDDD EE FFF GGG.GG HHH.HH III.II VVV WW XXX.XX JJJJ.JJ KK/KK/KK LL/LL/LL M															

SUBJECT TO PRIVACY ACT OF 1974\_

- |  |  |
|--|--|
| <p>A. Employee Name</p> <p>B. SSN</p> <p>C. NEBA: Age</p> <p>D. NEBA: Basic Coverage Hist</p> <p>E. NEBA spouse coverage (face) amount extracted from the NEBA-TABLE<br/>10000,15000,20000, 25000</p> <p>F. NEBA: Optional Units Hist * 25000</p> <p>G. NEBA: Basic B/W Hist</p> <p>H. NEBA: Spouse B/W Hist</p> <p>I. NEBA: Optional B/W Hist</p> <p>J. NEBA: Total B/W Hist</p> <p>K. Date employee entered LWOP status If Duty Status = L, show effective date of most recent NOAC 460; else leave blank. If Duty Status = M, show effective date of most recent NOAC 473; else leave blank</p> <p>L. Chapter departure indicator If NOAC 3*** in current pay period, then print termination date from PAY-HISTORY If NOAC 721T in current pay period, then print "CHPT CHG"; else blank</p> <p>M. NEBA: Smoker Indicator Hist</p> <p>N. Count of employees enrolled</p> <p>O. Sum of D</p> | <p>P. Sum of E</p> <p>Q. Sum of F</p> <p>R. Sum of G</p> <p>S. Sum of H</p> <p>T. Sum of I</p> <p>U. Sum of J</p> <p>V. If NEBA Travel: Cvrge Code Hist = 1 = 25000 If NEBA Travel: Cvrge Code Hist = 2 = 50000<br/>If NEBA Travel: Cvrge Code Hist = 3 = 100000</p> <p>W. If NEBA Travel: Spouse Cvrge Ind Hist =2 = 10000</p> <p>X. NEBA Travel: Cur Ded Hist</p> <p>Y. Sum of X</p> <p>SELECTION CRITERIA:</p> <ul style="list-style-type: none"> <li>- Installation equals user designated center code</li> <li>- Pay Period Ending Date Hist equals user input date</li> <li>- NEBA: Basic Code Hist = "Y" for the requested pay period or NEBA Travel: Plan Code Hist not = blank<br/>Hist = "Y" for the requested pay period</li> </ul> |
|--|--|

**REPORT 419****W-2 CHECKLIST****PAYROLL**

**PURPOSE:** To be used to insure the correctness of the Payroll Data for W-2 Form.

**CONTENT:** Detailed employee earnings and taxes information.

**SEQUENCE:** Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN.

REPORT NO: 419		SUBJECT TO PRIVACY ACT OF 1974						PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM						DATE:	
TAX YEAR: AAAA		INSTALLATION NAME							
BLOCK: BB									

  

W-2 CHECKLIST									
AS OF MM/DD/YY									
SSN	NAME	ADJ GROSS FEDRL TAX	STATE TXBL STATE TAX	ST	CITY TXBL CITY TAX	CITY	FICA WAGES FICA TAX	HIT WAGES HIT TAX	TSP DED EIC
123-45-6789	LAVENDER, CHARLES E., JR.	100,000.00	100,000.00	CA	100,000.00	003	100,000.00	100,000.00	10,000.00
		10,000.00	10,000.00		10,000.00		10,000.00	10,000.00	10,000.00
			100,000.00	MD	100,000.00	001			
			10,000.00		10,000.00				
CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDDDD	EEE,EEE.EE MM,MMM.MM	FFF,FFF.FF NN,NNN.NN SSS,SSS.SS WW,WWW.WW	GG	HHH,HHH.HH OO,OOO.OO TT	III	JJJ,JJJ.JJ PP,PPP.PP	KKK,KKK.KK QQ,QQQ.QQ	LL,LLL.LL RR,RRR.RR

  

PAYBLOCK BB TOTALS:		CENTER TOTALS:	
ADJ GROSS	YY,YYY,YYY.YY	mm,mmm,mmm.mmm	
FEDERAL TAX	ZZ,ZZZ,ZZZ.ZZ	nn,nnn,nnn.nnn	
STATE TXBL aa	bb,bbb,bbb.bb	pp,ppp,ppp.ppp	
STATE TAX aa	cc,ccc,ccc.cc	qq,qqq,qqq.qqq	
CITY TXBL ddd	ee,eee,eee.ee	ss,sss,sss.sss	
CITY TAX ddd	ff,fff,fff.fff	tt,ttt,ttt.ttt	
FICA WAGES	gg,ggg,ggg.gg	uu,uuu,uuu.uuu	
FICA TAX	hh,hhh,hhh.hhh	vv,vvv,vvv.vvv	
HIT WAGES	ii,iii,iii.iii	ww,www,www.www	
HIT TAX	jj,jjj,jjj.jjj	xx,xxx,xxx.xxx	
TSP DEDUCT	kk,kkk,kkk.kkk	yy,yyy,yyy.yyy	
EIC	ll,lll,lll.lll	zz,zzz,zzz.zzz	

SUBJECT TO PRIVACY ACT OF 1974

- |  |   |
|--|---|
| <p>A. Tax year</p> <p>B. Pay Block: Processing</p> <p>C. SSN</p> <p>D. Employee Name (Last, First, MI, Gen)</p> <p>E. Adjusted Gross Earnings =<br/>Gross Earnings: YTD -<br/>Award Gross Amount<br/>(if Award ICB Category Code = 'R') +<br/>PCS: Earnings Subj Tax YTD - TSP:<br/>YTD</p> <p>F. State Txbl = State Tax: Erngs YTD +<br/>PCS: Earnings Subj St Tax YTD</p> <p>G. State Code</p> <p>H. City Txbl =<br/>Local Tax Entity: YTD Earn +<br/>PCS: Earnings Subj City Tax YTD</p> <p>I. City Code</p> <p>J. FICA Earnings: YTD</p> <p>K. HIT Earnings: YTD</p> <p>L. TSP: Deduction YTD</p> <p>M. Federal Tax = Federal Tax: YTD +<br/>PCS: Federal Tax Withheld YTD</p> | <p>N. State Tax = State Tax: YTD +<br/>PCS: State Tax Withheld YTD</p> <p>O. City Tax = City Tax: YTD +<br/>PCS: City Tax Withheld YTD</p> <p>P. FICA Tax: Deduction YTD</p> <p>Q. HIT Tax: Deduction YTD</p> <p>R. EIC YTD</p> <p>S. Former State Txbl<br/>State Tax: Former Earnings YTD +<br/>PCS: Frmr Earn Subj St Tax YTD</p> <p>T. State Tax: Former Code YTD</p> <p>U. Former City Txbl =<br/>City Tax: Former Earnings YTD +<br/>PCS: Frmr Ern Subj City Tax YTD</p> <p>V. City Tax: Former Code YTD</p> <p>W. Former State Tax =<br/>State Tax: Former W/H YTD +<br/>PCS: Frmr W/H Subj St Tax YTD</p> <p>X. Former City Tax =<br/>City Tax: Former W/H YTD +<br/>PCS: Frmr W/H Subj City Tax YTD</p> |
|--|---|

REPORT 419  
DATA ELEMENTS (cont'd)

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W-2 CHECKLIST

PAYBLOCK TOTALS:

- Y. Total of E
- Z. Total of M
- a. State Code
- b. Total of (F + S) for each State Code
- c. Total of (N + W) for each State Code
- d. City Code
- e. Total of (H + U) for each City Code
- f. Total of (O + X) for each City Code
- g. Total of J
- h. Total of P
- i. Total of K
- j. Total of Q
- k. Total of L
- l. Total of R

CENTER TOTALS:

- m. Total of Y
- n. Total of Z
- o. State Code
- p. Total of b
- q. Total of c
- r. City Code
- s. Total of e
- t. Total of f
- u. Total of g
- v. Total of h
- w. Total of i
- x. Total of j
- y. Total of k
- z. Total of l

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated Installation code:
- Gross Earnings: YTD > 0

## REPORT 419

## W-2 CHECKLIST – NON-PERSONNEL ACTION CASH AWARDS

PAYROLL

PURPOSE: To be used to insure the correctness of the Payroll Data for W-2 Form.

CONTENT: Detailed employee earnings and taxes information.

SEQUENCE: Award Recipient SSN or Award Recipient Name.

REPORT NO: 419		SUBJECT TO PRIVACY ACT OF 1974						PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM						DATE:	
TAX YEAR: AAA		INSTALLATION NAME							
BLOCK: BB									
W-2 CHECKLIST									
NON-PERSONNEL ACTION CASH AWARDS									
AS OF MM/DD/YY									
SSN	NAME	ADJ GROSS FEDRL TAX	STATE TXBL STATE TAX	ST	CITY TXBL CITY TAX	CITY	FICA WAGES FICA TAX	HIT WAGES HIT TAX	TSP DED EIC
123-45-6789	LAVENDER, CHARLES E., JR.	100,000.00 10,000.00	100,000.00 10,000.00	CA	100,000.00 10,000.00	003	100,000.00 10,000.00	100,000.00 10,000.00	10,000.00 10,000.00
			100,000.00 10,000.00	MD	100,000.00 10,000.00	001			
CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDDDD	EEE,EEE.EE MM,MMM.MM	FFF,FFF.FF NN,NNN.NN	GG	HHH,HHH.HH OO,OOO.OO	III	JJJ,JJJ.JJ PP,PPP.PP	KKK,KKK.KK QQ,QQQ.QQ	LL,LLL.LL RR,RRR.RR
			SSS,SSS.SS WW,WWW.WW	TT	UUU,UUU.UU XX,XXX.XX	VVV			
CENTER TOTALS:									
ADJ GROSS	mm,mmm,mmm.mmm								
FEDERAL TAX	nn,nnn,nnn.nn								
STATE TXBL	oo pp,ppp,ppp.ppp								
STATE TAX	oo qq,qqq,qqq.qqq								
CITY TXBL	rrr ss,sss,sss.sss								
CITY TAX	rrr tt,ttt,ttt.ttt								
FICA WAGES	uu,uuu,uuu.uuu								
FICA TAX	vv,vvv,vvv.vvv								
HIT WAGES	ww,www,www.www								
HIT TAX	xx,xxx,xxx.xx								
TSP DEDUCT									
EIC									
GRAND TOTALS:									
ADJ GROSS	1								
FEDERAL TAX	2								
STATE TXBL	33 4								
STATE TAX	5								
CITY TXBL	666 7								
CITY TAX	8								
FICA WAGES	9								
FICA TAX	10								
HIT WAGES	11								
HIT TAX	12								
TSP DEDUCT	13								
EIC	14								
SUBJECT TO PRIVACY ACT OF 1974									

REPORT 419  
DATA ELEMENTS

## W-2 CHECKLIST

- 
- A. Tax year
  - C. Award Recipient SSN
  - D. Award Recipient Name (Last, First, MI, Gen)
  - E. Award Gross Amount
  - F. Award Gross Amount for each state if  
Award State Tax Code not = blank
  - G. Award State Tax Code
  - H. Award Gross Amount for each city if Award City Tax Code not = blank
  - I. Award City Tax Code
  - J. Award OASDI Earnings Amount
  - K. Award HIT Earnings Amount
  - M. Award Federal Tax Deduction Amount
  - N. Award State Tax Deduction Amount
  - O. Award City Tax Deduction Amount
  - P. Award OASDI Deduction Amount
  - Q. Award HIT Deduction Amount

## CENTER TOTALS:

- m. Total of E
- n. Total of M
- o. State Code
- p. Total of F by State
- q. Total of N by State
- r. City Code
- s. Total of H by City
- t. Total of O by City
- u. Total of J
- v. Total of P
- w. Total of K
- x. Total of Q

## GRAND TOTALS

- 1. Total of m
- 2. Total of n
- 3. State Code
- 4. Total of p by State
- 5. Total of q by State
- 6. City Code
- 7. Total of s by City
- 8. Total of t by City
- 9. Total of u
- 10. Total of v
- 11. Total of w
- 12. Total of x
- 13. Total of y
- 14. Total of z

## SELECTION CRITERIA:

Includes all Non-Personnel Action Cash Awards with the following criteria:

- Installation Code equals user designated Installation code:
- Award Payroll Update Indicator = blank or Award ICB Category Code = 'R'

**REPORT 428 POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS PAYROLL**

**PURPOSE:** List all employees who received an ACI or Locality Pay for the requested effective date to be used in the posting of the retirement cards.

**CONTENT:** All active employees who received an ACI or Locality Pay adjustment for the requested effective date.

**SEQUENCE:** Pay Block, Retirement Plan, Name, NOAC or Pay Block, Retirement Plan, SSN, NOAC or Retirement Plan, Name, NOAC or Retirement Plan, SSN, NOAC.

REPORT NO: 428		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS EFFECTIVE YY/MM/DD AS OF MM/DD/YY						PAGE: DATE: TIME:	
PAY BLK	RET PLAN	SSN	NAME	GRADE	STEP	NOAC	OLD SALARY	NEW SALARY	
AA	B	CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	EE	FF	GGGGG	HHH,HHH.HH	III,III.II	
AA	B	CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	EE	FF	GGGGG	HHH,HHH.HH	III,III.II	
AA	B	CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	EE	FF	GGGGG	HHH,HHH.HH	III,III.II	

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block
- B. Retirement Plan New
- C. SSN
- D. Employee Name
- E. Grade: Current New
- F. Step New
- G. Nature Of Action: Code 1 Hist
- H. Old Empl Adj Basic Pay Amt +  
Old Empl AUO Anl Amt +  
Availability Pay: Annual Amt Old

- I. New Empl Adj Basic Pay Amt +  
New Empl AUO Anl Amt +  
Availability Pay: Annual Amt New

**SELECTION CR ITERIA:**

- Installation code equals user designated center code
- Nature of Action: Code 1 Hist equals 894 or 895
- Effective Date equals user input date



**REPORT 457 CHILD SUPPORT ENFORCEMENT PROGRAM BIWEEKLY PAYROLL  
NEW PAYROLL HIRE REPORT**

**PURPOSE:** To provide a report of new hires and a dataset of new hires to be transmitted to the Office of Child Support Enforcement Program, Department of Health and Human Resources.

**CONTENT:** All employees hired during the selected pay period.

**SEQUENCE:** Employee SSN within Center.

REPORT NO: 457		SUBJECT TO PRIVACY ACT OF 1974		PAGE:
SEQUENCED BY: SSN		NASA PERSONNEL AND PAYROLL SYSTEM		DATE:
		HYPERSTATION CENTER		TIME:
		CHILD SUPPORT ENFORCEMENT PROGRAM BIWEEKLY NEW PAYROLL HIRE REPORT		
		FOR YYYY/MM/DD THRU YYYY/MM/DD		
SSN	EMPLOYEE NAME	EMPLOYEE HOME ADDRESS	ENTER ON DUTY DATE	
AAAAAAA	BBBBBBBBBBBBBBBBBB	CCCCCCCCCCCCCCCCCCCC	DDDDDDDD	

SUBJECT TO PRIVACY ACT OF 1974

- A. Employee SSN
- B. Employee Name
- C. Employee Address
  - Address Line 1 – NPS2-ADDRESS-FILE.ADDR-HOME-1
  - Address Line 2 – NPS2-ADDRESS-FILE.ADDR-HOME-2
  - CITY, STATE, ZIP
- D. Enter on Duty Date YYYY/MM/DD

**SELECTION CRITERIA:**

- Installation equals user designated center code
- Enter on Duty Date between user designated beginning date and user designated end date.  
(Default is current pay period beginning and end dates.)

**REPORT 458 CHILD SUPPORT ENFORCEMENT PROGRAM QUARTERLY PAYROLL WAGE REPORT**

**PURPOSE:** To provide a report of quarterly wages and employee count per center. A dataset containing all employees with QTD wages greater than zero is also created for transmission to the Office of Child Support Enforcement Agency, Department of Health and Human Services.

**CONTENT:** All employees with QTD wages > 0 for the selected quarter.

**SEQUENCE:** By employee SSN within selected Quarter Ending Date by Center.

REPORT NO: 458	SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM JOHNSON SPACE CENTER/ARXB CHILD SUPPORT ENFORCEMENT PROGRAM QUARTERLY WAGE REPORT FOR QUARTER ENDING YYYY/MM/DD	PAGE: DATE: TIME:
EMPLOYEE COUNT = AAA 111	QUARTERLY WAGES FOR CENTER = BBBBBBBB 234567.89	
SUBJECT TO PRIVACY ACT OF 1974		

- A. Count of employees in selected center with HIT EARN QTD >0 for selected quarter
- B. Total employees' QTD wages in selected center for selected quarter

**SELECTION CRITERIA:**

- Installation equals user designated center code
- Pay period ending date equal to quarter ending date selected on parameter screen.

**REPORT 433      LWOP SCD HOURS RESET****PAYROLL**

**PURPOSE:** To provide reporting of Leave Without Pay Hours before hours are reset at the Leave End Year.

**CONTENT:** All employees' names, SSNs and LWOP: SCD Hours for employees who have over 880 LWOP: SCD Hours.

**SEQUENCE:** Selective by Center and SSN.

REPORT NO: 433	SUBJECT TO PRIVACY ACT OF 1974		PAGE:
SEQUENCE BY:	NASA PERSONNEL AND PAYROLL SYSTEM		DATE:
	INSTALLATION NAME		
LWOP SCD HOURS RESET			
NAME	SSN	LWOP GT 880	
AAAAAAA	BBBBBBBB	CCCC.CC	
SUBJECT TO PRIVACY ACT OF 1974			

- A. Employee Name (Last, First, MI, Gen)
- B. SSN
- C. LWOP: SCD Hours

**SELECTION CRITERIA:**

Includes all records with the following criteria:

- Installation code equals user designated center code
- LWOP SCD Hours GT 880

**REPORT 555 LEAVE AND EARNING STATEMENT**

PAYROLL

**PURPOSE:** To provide employees with a statement of current leave and earnings information.

**CONTENT:** Report produced for employees with biweekly pay or biweekly deductions. Report can be produced for a single SSN.

**SEQUENCE:** Selective by Center and the following selections:

1. Org Assigned by Name
2. Org Detailed/Org Located/Org Assigned by Name
3. T&A Code by Name
4. T&A Code/Org Located/Org Assigned by Name
5. Name Only
6. Org Located/Org Assigned by Name

See next page for report layout.

REPORT 555 LEAVE AND EARNINGS STATEMENT

NASA Leave and Earning Statement					Name	1					SS #	2					Ctr ID	3													
Basic Rate		4		OT Rate		5		Basic Annual		6		Pay Date		7		PP End		8		PP No.		9		Lv PP No		10					
Org. Assigned		11		Org. Located		12		Org. Detail		13		T&A Code		14		FEHB		15		Grade		16		Step		17		Seq.		18	
EARNINGS SECTION								TAXES AND DEDUCTIONS SECTION								TAX INFORMATION						PCS YTD									
	Biwk	Biwk	Adj.	YTD			Biwk	Adj.	YTD		State Code		168				Taxable		182												
Desc.	Hrs.	Amt.	Amt.	Earn.		Desc.	Amt.	Amt.	Deductions		Desc		Fed	St	City	Non Tax		183													
Base	19	20	21	22		Fed Tax	96	97	98		Marital		169	170	171	Fed Tax		184													
O/T	23	24	25	26		State Tax	99	100	101		Exempt		172	173	174	St Tax		185													
Night Diff	27	28	29	30		Fmr St Tx	102	103	104		Add Exempt		175	176	177	City/Cty		186													
Sun Diff	31	32	33	34		City/Cty	105	106	107		Add Amount		178	179	180	HIT		187													
Awd/Bonus	35	36	37	38		OASDI	108	109	110		Ytd Net Erngs			181		OASDI		188													
Hlwk/Credit	39	40	41	42		HIT	111	112	113		TSP DISTRIBUTION					Perct/Amt		189													
Haz Duty	43	44	45	46		CSRS	114	115	116		Fund	Curr		Basic		Match		YTD													
Lump	47	48	49	50		FERS	117	118	119		G	190		191		192		193													
Comp Pd	51	52	53	54		FEHB	120	121	122		F	194		195		196		197													
AUO	55	56	57	58		FEGLI	123	124	125		C	198		199		200		201													
Cola	59	60	61	62		TSP	126	127	128		S	202		203		204		205													
FireFighter	63	64	65	66		Vol Allot	129	130	131		I	206		207		208		209													
Supr Diff	67	68	69	70		CFC	132	133	134		Bonds	Balance		CUM RETIREMENT/MIL DEPOSIT																	
Forgn Diff	71	72	73	74		Bonds	135	136	137		1	210		CSRS		215															
Ret Allow	75	76	77	78		NEBA	138	139	140		2	211		FERS		216															
Staff Diff	79	80	81	82		Dues	141	142	143		3	212		MIL DEP		217															
EIC	83	84	85	86		TSP Loan	144	145	146		4	213		MIL INT		218															
Bd Refund	87	88	89	90		US Indebt	147	148	149		Other	214		MIL BAL		219															
Stat Cut	91	92	93	94		Bankrupt	150	151	152		REMARK SECTION																				
						Child Sup	153	154	155																						
						Garnish	156	157	158		220																				
						Mil Dep	159	160	161																						
						Other	162	163	164																						
B/W PAY	95		B/W DED		165		B/W NETPAY		166		GROSS YTD		167																		
PLEASE VERIFY LEAVE USED AND BALANCE REMAINING - NOTIFY PAYROLL OF ANY VARIANCES.																															
ANNUAL LEAVE				SICK LEAVE				RESTORED ANNUAL				DONATED LEAVE (RECPT)				CREDIT HOURS															
Desc.	Curr PP	YTD	Curr PP	YTD	PYCO	259	Acct 1 Cum	Acct 2 Cum	Acct 3 Cum	Desc	Curr PP	YTD	Desc	Curr PP	YTD																
PYCO	N/A	221	N/A	243	Restored		260	261	262	PYCO	N/A	300	PYCO	N/A	323																
Earn	222	223	244	245	Used Curr	263	264	265	266	Used	301	302	Earn	324	325																
Used	224	225	246	247	Dontd Curr	267	268	269	270	Received	303	304	Used	326	327																
RIC	226	227	248	249	Dotd Rtd Curr	271	272	273	274	Returned	305	306	Forf	328	329																
Restricted	228	229	250	251	Balance		275	276	277	Balance	307		BAL	330																	
Donated	230	231	N/A	N/A	Expiration Date(s):				278	279	280																				
Don Returned	232	233	N/A	N/A	COMPENSATORY (REG)				EXT COMP TIME		REL COMP TIME		TOA Time off Awd		MILITARY LEAVE																
Earned Bal	234		252		Desc	Curr PP	YTD	Curr PP	YTD	Curr PP	YTD	AWD	BAL	PYCO Days		331															
Adv Balance	235		ADVANCED SICK		Earn	281	282	N/A	N/A	308	309	1	316	Used Ytd Dys		332															
Unearned Adv	236		Adv YTD	253	Used	283	284	294	295	310	311	2	317	Used B/W Hrs		333															
PT C/O Hrs	237		Used Cum	254	Forf	285	286	296	297	312	313	3	318	Balance		334															
Use/Lose	238		Used Ytd	255	Stat Cut	287	288	N/A	N/A	N/A	N/A	4	319	OTHER LEAVE																	
Use/Lose Date	239		Repaid Ytd	256	Paid	289	290	N/A	N/A	N/A	N/A	5	320	Desc	Curr	YTD															
Leave Cat	240		Balance	257	Balance	291		298		314		6	321	LWOP	335	336															
Leave Ceiling	241		Exp Date	258	PYCO	292		U/L BY: 342		U/L BY: 343		NEXT EXP DATE:		AWOL	337	338															
WEB ADDR:	242				U/L BY: 341		293		299		315		322		SUSP	339	400														

Each section from the L & E is described below with three columns. The first column indicates the Number associated with the Field on the L & E, the next column indicates the Field Description Name and the last column represents the Data Description.

### **Generic Information Section:**

<b>Number</b>	<b>Field Description</b>	<b>Data Description</b>
1	<b>Name</b>	Employee Name
2	<b>SS #</b>	Social Security Number
3	<b>Ctr ID</b>	Center Identification Number
4	<b>Basic Rate</b>	Salary Rate Hourly
5	<b>OT Rate</b>	Overtime Salary Rate
6	<b>Basic Annual</b>	Salary Rate Annual
7	<b>Pay Date</b>	Pay Date
8	<b>PP End</b>	Pay Period Ending Number
9	<b>PP No.</b>	Pay Period Number
10	<b>Lv PP No.</b>	Leave Pay Period Number
11	<b>Org. Assigned</b>	Organization Assigned
12	<b>Org. Located</b>	Organization Located
13	<b>Org. Detail</b>	Organization Detailed
14	<b>T &amp; A Code</b>	Time & Attendance Distribution Code
15	<b>FEHB</b>	Federal Employee's Health Benefit Code
16	<b>Grade</b>	Pay Grade
17	<b>Step</b>	Pay Step
18	<b>Seq.</b>	Leave and Earnings Print Sequence Numbering

### **Earnings Section:**

<b>Number</b>	<b>Field Description</b>	<b>Data Description</b>
19	<b>Base Biwk Hrs.</b>	Base Biweekly Hours includes AL, SL, Regular Pay, TOA, Used Comp. Time, Holiday Leave, Restored Leave, Military Leave, Religious Leave, Administration Leave, Extended Leave, COP Leave, Graduate Leave, Jury Leave, Comp. Leave, Credit Hours Used, Home Leave, Donated Annual Leave, Locality Pay, Availability Pay and Severance Pay
20	<b>Base Biwk. Amt.</b>	Base Biweekly Amount Paid
21	<b>Base Adj. Amt.</b>	Base Adjustment Amount Paid
22	<b>Base YTD Earn.</b>	Base Year to Date Earnings Paid
23	<b>O/T Biwk Hrs.</b>	Overtime Biweekly Hours
24	<b>O/T Biwk Amt.</b>	Overtime Biweekly Amount Paid
25	<b>O/T Adj. Amt.</b>	Overtime Adjustment Amount Paid
26	<b>O/T YTD Earn.</b>	Overtime Year to Date Earnings Paid
27	<b>Night Diff Biwk Hrs.</b>	Night Differential Biweekly Hours
28	<b>Night Diff Biwk Amt.</b>	Night Differential Biweekly Amount Paid
29	<b>Night Diff Adj. Amt.</b>	Night Differential Adjustment Amount Paid

**Earnings Section:**

Number	Field Description	Data Description
30	Night Diff YTD Earn.	Night Differential Year to Date Earnings Paid
31	Sun Diff Biwk Hrs.	Sunday Differential Biweekly Hours
32	Sun Diff Biwk Amt.	Sunday Differential Biweekly Amount Paid
33	Sun Diff Adj. Amt.	Sunday Differential Adjustment Amount Paid
34	Sun Diff YTD Earn.	Sunday Differencial Year to Date Earnings Paid
35	Adw/Bonus Biwk Hrs	Not Applicable
36	Adw/Bonus Biwk Amt.	Award/Bonus Biweekly Amount Paid
37	Awd/Bonus Adj. Amt.	Not Applicable
38	Awd/Bonus YTD Earn.	Award/Bonus Year to Date Earnings Paid
39	Hlwk/Credit Biwk Hrs.	Holiday Worked and Credit Biweekly Hours
40	Hlwk/Credit Biwk Amt.	Holiday Worked and Credit Biweekly Amount Paid
41	Hlwk/Credit Adj. Amt.	Holiday Worked and Credit Adjustment Amount Paid
42	Hlwk/Credit YTD Earn.	Holiday Worked and Credit Year to Date Earnings Paid
43	Haz Duty Biwk Hrs.	Hazard Duty Biweekly Hours
44	Haz Duty Biwk Amt.	Hazard Duty Biweekly Amount Paid
45	Haz Duty Adj. Amt.	Hazard Duty Adjustment Amount Paid
46	Haz Duty YTD Earn.	Hazard Duty Year to Date Earnings Paid
47	Lump Biwk Hrs.	Lump Biweekly Hours
48	Lump Biwk Amt.	Lump Biweekly Amount Paid
49	Lump Adj. Amt.	Lump Adjustment Amount Paid
50	Lump YTD Earn.	Lump Year to Date Earnings Paid
51	Comp Pd. Biwk Hrs.	Compensatory Paid Biweekly Hours
52	Comp Pd Biwk Amt.	Compensatory Paid Biweekly Amount
53	Comp Pd Adj. Amt.	Not Applicable
54	Comp Pd YTD Earn.	Compensatory Paid Year to Date Earnings
55	AUO Biwk Hrs.	Not Applicable
56	AUO Biwk Amt.	Administratively Uncontrollable Overtime Amount Paid
57	AUO Adj. Amt.	Administratively Uncontrollable Adjustment Amount Paid
58	AUO YTD Earn.	Administratively Uncontrollable Year to Date Earnings Paid
59	Cola Biwk Hrs.	Not Applicable
60	Cola Biwk Amt.	Cost of Living Allowance Biweekly Amount Paid
61	Cola Adj. Amt.	Cost of Living Allowance Biweekly Adjustment Amount
62	Cola YTD Earn.	Cost of Living Allowance Year to Date Earnings Paid
63	FireFighter Biwk Hrs.	Not Applicable
64	FireFighter Biwk Amt.	Fire Fighters Biweekly Amount Paid
65	FireFighter Adj. Amt.	Fire Fighters Adjustment Amount Paid
66	FireFighter YTD Earn.	Fire Fighters Year to Date Earnings Paid
67	Supr Diff Biwk Hrs.	Not Applicable
68	Supr Diff Biwk Amt.	Supervisory Differencial Biweekly Amount Paid

**Earnings Section:**

<b>Number</b>	<b>Field Description</b>	<b>Data Description</b>
69	<b>Supr Diff Adj. Amt.</b>	Supervisory Differential Adjustment Paid
70	<b>Supr Diff YTD Earn.</b>	Supervisory Differential Year to Date Earnings Paid
71	<b>Forgn Diff Biwk Hrs.</b>	Not Applicable
72	<b>Forgn Diff Biwk Amt.</b>	Foreign Differential Biweekly Amount Paid
73	<b>Forgn Diff Adj. Amt.</b>	Foreign Differential Adjustment Amount Paid
74	<b>Forgn Diff YTD Earn.</b>	Foreign Differential Year to Date Earnings Paid
75	<b>Ret Allow Biwk Hrs.</b>	Not Applicable
76	<b>Ret Allow Biwk Amt.</b>	Retention Allowance Biweekly Amount Paid
77	<b>Ret Allow Adj. Amt.</b>	Retention Allowance Adjustment Amount Paid
78	<b>Ret Allow YTD Earn.</b>	Retention Allowance Year to Date Earnings Paid
79	<b>Staff Diff Biwk Hrs.</b>	Not Applicable
80	<b>Staff Diff Biwk Amt.</b>	Staff Differential Biweekly Amount Paid
81	<b>Staff Diff Adj. Amt.</b>	Staff Differential Adjustment Amount Paid
82	<b>Staff Diff YTD Earn.</b>	Staff Differential Year to Date Earnings Paid
83	<b>EIC Biwk Hrs.</b>	Not Applicable
84	<b>EIC Biwk Amt.</b>	Earned Income Credit Biweekly Amount Paid
85	<b>EIC Adj. Amt.</b>	Earned Income Credit Biweekly Adjustment Amount Paid
86	<b>EIC YTD Earn.</b>	Earned Income Credit Year to Date Earnings Paid
87	<b>Bd Refund Biwk Hrs</b>	Not Applicable
88	<b>Bd Refund Biwk Amt.</b>	Bond Refund Biweekly Amount
89	<b>Bd Refund Adj. Amt.</b>	Not Applicable
90	<b>Bd Refund YTD Earn.</b>	Bond Refund Year to Date Earnings Paid
91	<b>Stat Cut Biwk Hrs.</b>	Not Applicable
92	<b>Stat Cut Biwk Amt.</b>	Statutory Cut Biweekly Amount Paid
93	<b>Stat Cut Adj. Amt.</b>	Not Applicable
94	<b>Stat Cut YTD Earn.</b>	Statutory Cut Year to Date Earnings Paid
95	<b>B/W PAY</b>	Total Biweekly Gross Earnings



**Taxes and Deductions Section:**

<b>Number</b>	<b>Field Description</b>	<b>Data Description</b>
96	<b>Fed Tax Biwk Amt.</b>	Federal Tax Biweekly Amount
97	<b>Fed Tax Adj. Amt.</b>	Federal Tax Adjustment Amount
98	<b>Fed Tax YTD Deductions</b>	Federal Tax Year to Date Deductions
99	<b>State Tax Biwk Amt.</b>	State Tax Biweekly Amount
100	<b>State Tax Adj. Amt.</b>	State Tax Adjustment Amount
101	<b>State Tax YTD Deductions</b>	State Tax Year to Date Deductions
102	<b>Frmr St Tx Biwk Amt.</b>	Not Applicable
103	<b>Frmr St Tx Adj. Amt.</b>	Former State Tax Adjustment Amount
104	<b>Frmr St Tx YTD Deductions</b>	Former State Tax Year to Date Deductions
105	<b>City/Cty Biwk Amt.</b>	City/County Biweekly Amount
106	<b>City/Cty Adj. Amt.</b>	City/County Biweekly Adjustment Amount
107	<b>City/Cty YTD Deductions</b>	City/County Year to Date Deductions
108	<b>OASDI Biwk Amt.</b>	Old Age Survivors Disability Insurance Biweekly Amount
109	<b>OASDI Adj. Amt.</b>	OASDI Adjustment Amount
110	<b>OASDI YTD Deductions</b>	OASDI Year to Date Deductions
111	<b>HIT Biwk Amt.</b>	Health Insurance Tax (Social Security Medicare) Biweekly Amount
112	<b>HIT Adj. Amt.</b>	HIT Adjustment Amount
113	<b>HIT YTD Deductions</b>	HIT Year to Date Deductions
114	<b>CSRS Biwk Amt.</b>	Civil Service Retirement System Biweekly Amount
115	<b>CSRS Adj. Amt.</b>	CSRS Adjustment Amount
116	<b>CSRS YTD Deductions</b>	CSRS Year to Date Deductions
117	<b>FERS Biwk Amt.</b>	Federal Employee Retirement System Biweekly Amount
118	<b>FERS Adj. Amt.</b>	FERS Adjustment Amount
119	<b>FERS YTD Deductions</b>	FERS Year to Date Deductions
120	<b>FEHB Biwk Amt.</b>	Federal Employees Health Benefits Biweekly Amount
121	<b>FEHB Adj. Amt.</b>	FEHB Adjustment Amount
122	<b>FEHB YTD Deductions</b>	FEHB Year to Date Deductions
123	<b>FEGLI Biwk Amt.</b>	Federal Employees Group Life Insurance Biweekly Amount
124	<b>FEGLI Adj. Amt.</b>	FEGLI Adjustment Amount
125	<b>FEGLI YTD Deductions</b>	FEGLI Year to Date Deductions
126	<b>TSP Biwk Amt.</b>	Thrift Savings Plan Biweekly Amount
127	<b>TSP Adj. Amt.</b>	TSP Adjustment Amount
128	<b>TSP YTD Deductions</b>	TSP Year to Date Deductions
129	<b>Vol Allot Biwk Amt.</b>	Voluntary Allotment Biweekly Amount
130	<b>Vol Allot Adj. Amt.</b>	Not Applicable
131	<b>Vol Allot YTD Deductions</b>	Voluntary Allotment Year to Date Deductions
132	<b>CFC Biwk Amt.</b>	Combined Federal Campaign Biweekly Amount
133	<b>CFC Adj. Amt.</b>	CFC Adjustment Amount
134	<b>CFC YTD Deductions</b>	CFC Year to Date Deductions
135	<b>Bonds Biwk Amt.</b>	Multiple Bond Biweekly Amount

**Taxes and Deductions Section:**

<b>Number</b>	<b>Field Description</b>	<b>Data Description</b>
136	<b>Bonds Adj. Amt.</b>	Not Applicable
137	<b>Bonds YTD Deductions</b>	Bond Year to Date Deductions
138	<b>NEBA Biwk Amt.</b>	NASA Employees Benefits Association - Life Insurance Biweekly Amount
139	<b>NEBA Adj. Amt.</b>	Not Applicable
140	<b>NEBA YTD Deductions</b>	NEBA Year to Date Deductions
141	<b>Dues Biwk Amt.</b>	Union and Senior Executive Association Biweekly Amount
142	<b>Dues Adj. Amt.</b>	Union/SEA Adjustment Amount
143	<b>Dues YTD Deductions</b>	Union/SEA Year to Date Deductions
144	<b>TSP Loan Biwk Amt.</b>	Thrift Savings Plan Loan Biweekly Amount
145	<b>TSP Loan Adj. Amt.</b>	Not Applicable
146	<b>TSP Loan YTD Deductions</b>	TSP Loan Year to Date Deductions
147	<b>US Indebt Biwk Amt.</b>	Multiple Federal Indebtedness Biweekly Amount
148	<b>US Indebt Adj. Amt.</b>	Not Applicable
149	<b>US Indebt YTD Deductions</b>	US Indebtedness Year to Date Deduction
150	<b>Bankrupt Biwk Amt</b>	Bankruptcy Biweekly Amount
151	<b>Bankrupt Adj Amt</b>	Bankruptcy Adjustment Amount
152	<b>Bankrupt YTD Deductions</b>	Bankruptcy Year to Date Deductions
153	<b>Child Sup Biwk Amt.</b>	Multiple Child Support Payments Biweekly Amount
154	<b>Child Sup Adj. Amt.</b>	Not Applicable
155	<b>Child Sup YTD Deductions</b>	Child Support Year to Date Deductions
156	<b>Garnish Biwk Amt</b>	Garnishment Biweekly Amount
157	<b>Garnish Adj Amt</b>	Not Applicable
158	<b>Garnish YTD Deductions</b>	Garnishment Year to Date Deductions
159	<b>Mil Dep Biwk Amt.</b>	Military Deposit Biweekly Amount
160	<b>Mil Dep Adj. Amt.</b>	Not Applicable
161	<b>Mil Dep YTD Deductions</b>	Military Deposit Year to Date Deductions
162	<b>Other Biwk Amt.</b>	Bill of Collection/Miscellaneous Deduction/Advance Pay Biweekly Amount
163	<b>Other Adj. Amt.</b>	Other Adjustment Amount
164	<b>Other YTD Deductions</b>	Other Year to Date Deductions
165	<b>B/W DED</b>	Total Biweekly Deductions
166	<b>B/W NET PAY</b>	Total Biweekly Net Pay Earnings
167	<b>GROSS YTD</b>	Gross Year to Date Earnings

**Tax Information Section:**

Number	Field Description	Data Description
169	State Code	State Tax Entity
170	Fed Marital	Federal Marital Code
171	St Marital	State Marital Code
172	City Marital	Local Marital Code
172	Fed Exempt	Federal Exemptions
173	St Exempt	State Exemptions
174	City Exempt	City Exemptions
175	Fed Add Exempt	Not Applicable
176	St Add Exempt	State Additional Exemptions
177	City Add Exempt	Local Additional Exemptions
178	Fed Add Amount	Federal Additional Amount Withheld
179	St Add Amount	State Additional Amount Withheld
180	City Add Amount	Local Additional Amount Withheld
181	Ytd Net Erngs	Gross Year to Date Earnings Less Year to Date Deductions

**Permanent Change of Station (PCS) Year To Date Section:**

Number	Field Description	Data Description
182	Taxable YTD	PCS Taxable Year to Date Earnings
183	Non Tax YTD	PCS Non Taxable Year to Date Earnings
184	Fed Tax YTD	Federal Income Tax Withheld Year to Date
185	St Tax YTD	State Income Tax Withheld Year to Date
186	City/Cty YTD	Local Income Tax Witheld Year to Date
187	HIT YTD	Health Insurance Tax Withheld Year to Date
188	OASDI YTD	Old Age Survivors Disability Insurance Withheld Year to Date

**Thrift Savings Plan Distribution (TSP) Section:**

There are currently three distribution plans available to Government employees.  
The categories are as follows:

G = Government Securities Investment Fund

F = Fixed Income Index Investment Fund

C = Common Stock Index Investment Fund

Employees who are in the Civil Service Retirement System will not have Basic or Matching distributions.

There are two categories on the Leave and Earning Statement which are listed; but will be used for future funds. They are as follows:

S = Future Category

I = Future Category

**Thrift Savings Plan Distribution (TSP) Section:**

Number	Field Description	Data Description
189	<b>TSP Perct/Amt</b>	Thrift Savings Plan Percentage Rate or Amount
190	<b>Fund G Curr</b>	G Fund Current Distribution
191	<b>Fund G Basic</b>	G Fund Basic Distribution
192	<b>Fund G Match</b>	G Fund Matching Distribution
193	<b>Fund G YTD</b>	G Fund Year to Date Deduction
194	<b>Fund F Curr</b>	F Fund Current Distribution
195	<b>Fund F Basic</b>	F Fund Basic Distribution
196	<b>Fund F Match</b>	F Fund Matching Distribution
197	<b>Fund F YTD</b>	F Fund Year to Date Deductions
198	<b>Fund C Curr</b>	C Fund Current Distribution
199	<b>Fund C Basic</b>	C Fund Basic Distribution
200	<b>Fund C Match</b>	C Fund Matching Distribution
201	<b>Fund C YTD</b>	C Fund Year to Date Deduction
202	<b>Fund S Curr</b>	Future Category
203	<b>Fund S Basic</b>	Future Category
204	<b>Fund S Match</b>	Future Category
205	<b>Fund S YTD</b>	Future Category
206	<b>Fund I Curr</b>	Future Category
207	<b>Fund I Basic</b>	Future Category
208	<b>Fund I Match</b>	Future Category
209	<b>Fund I YTD</b>	Future Category

**Bond Section:**

Number	Field Description	Data Description
210	<b>Bond 1 Balance</b>	Bond Balance for 1st Bond
211	<b>Bond 2 Balance</b>	Bond Balance for 2nd Bond
212	<b>Bond 3 Balance</b>	Bond Balance for 3rd Bond
213	<b>Bond 4 Balance</b>	Bond Balance for 4th Bond
214	<b>Other Balance</b>	Bond Balance for 5th thru 10th

**Cumulative Retirement/Military Deposit Section:**

Number	Field Description	Data Description
215	<b>CSRS</b>	Civil Service Retirement System Cumulative Amount
216	<b>FERS</b>	Federal Employees Retirement System Cumulative Amount
217	<b>MIL CUM</b>	Military Deposit Cumulative Deduction Amount
218	<b>MIL INT</b>	Military Deposit Cumulative Interest Amount
219	<b>MIL BAL</b>	Military Deposit Current Balance Due Amount

**Remark Section (Number 220):**

The Remark Section may contain comments provided by the Consolidated Payroll Office (CPO) for any type of payroll notification for each center.

**Annual Leave Section:**

<b>Number</b>	<b>Field Description</b>	<b>Data Description</b>
221	<b>PYCO YTD</b>	Prior Year Carry Over Year to Date Balance
222	<b>Earn Curr PP</b>	Accrued Current Pay Period
223	<b>Earn YTD</b>	Accrued Year to Date
224	<b>Used Curr PP</b>	Used Current Pay Period
225	<b>Used YTD</b>	Used Annual Leave Year to Date
226	<b>RIC Curr PP</b>	Reduction In Credit Current Pay Period
227	<b>RIC YTD</b>	Reduction In Credit Year to Date
228	<b>Restricted Curr PP</b>	Restricted Current Pay Period (Applicable to Employees on Donated Leave Program)
229	<b>Restricted YTD</b>	Restricted Year to Date
230	<b>Donated Curr PP</b>	Donated Current Pay Period by Donor
231	<b>Donated YTD</b>	Donated Year to Date by Donor
232	<b>Don Returned Curr PP</b>	Donated Returned Current Pay Period to Doner
233	<b>Don Returned YTD</b>	Donated Returned Year to Date to Doner
234	<b>Earned Balance</b>	Actual Annual Leave Balance
235	<b>Adv Balance</b>	Total of Earned Balanced and Unearned Balance
236	<b>Unearned Adv</b>	Remaining Annual Leave to be Advanced for Current Leave Year
237	<b>PT C/O Hrs</b>	Part Time Carry Over Hours Balance (Applicable to Part Time Employees)
238	<b>Use/Lose</b>	Use or Lose Hours Balance by Leave Year End
239	<b>Use/Lose Date</b>	Date Use/Lose Hours Must be Used
240	<b>Leave Cat</b>	Leave Category Used for Annual Leave Accrual Rate
241	<b>Leave Ceiling</b>	Maximum Carry Over Allowed
242	<b>WEB ADDR:</b>	WEB Address for Leave and Earnings Field Descriptions

**Sick Leave Section:**

Number	Field Description	Data Description
243	<b>PYCO YTD</b>	Prior Year Carry Over Year to Date
244	<b>Earn Curr PP</b>	Accrued Current Pay Period
245	<b>Earn YTD</b>	Accrued Year to Date
246	<b>Used Curr PP</b>	Used Current Pay Period
247	<b>Used YTD</b>	Used Sick Leave Year to Date
248	<b>RIC Curr PP</b>	Reduction In Credit Current Pay Period
249	<b>RIC YTD</b>	Reduction In Credit Year to Date
250	<b>Restricted Curr PP</b>	Restricted Current Pay Period (Applicable to Employees on Donated Leave Program)
251	<b>Restricted YTD</b>	Restricted Year to Date
252	<b>Earned Balance YTD</b>	Actual Sick Leave Balance

**Advanced Sick Leave Section:**

Number	Field Description	Data Description
253	<b>Adv YTD</b>	Advanced Year to Date Sick Leave
254	<b>Used Cum</b>	Total Advance Sick Leave Used for All Years
255	<b>Used YTD</b>	Advanced Sick Leave Used Year to Date
256	<b>Repaid YTD</b>	Advanced Sick Leave Repaid Year to Date
257	<b>Balance</b>	Balance of Advanced Sick Leave
258	<b>Exp Date</b>	Expiration Date to Use or Expire By

**Restored Annual Leave Section:**

<b>Number</b>	<b>Field Description</b>	<b>Data Description</b>
259	<b>PYCO</b>	Prior Year Carry Over
260	<b>Restored Acct 1 Cum</b>	Cumulative Restored Leave for Account 1
261	<b>Restored Acct 2 Cum</b>	Cumulative Restored Leave for Account 2
262	<b>Restored Acct 3 Cum</b>	Cumulative Restored Leave for Account 3
263	<b>Used Curr</b>	Used Current Pay Period
264	<b>Used Curr Acct 1 Cum</b>	Cumulative Used for Account 1
265	<b>Used Curr Acct 2 Cum</b>	Cumulative Used for Account 2
266	<b>Used Curr Acct 3 Cum</b>	Cumulative Used for Account 3
267	<b>Dontd Curr</b>	Donated Current Pay Period
268	<b>Dontd Curr Acct 1 Cum</b>	Cumulative Donated for Account 1
269	<b>Dontd Curr Acct 2 Cum</b>	Cumulative Donated for Account 2
270	<b>Dontd Curr Acct 3 Cum</b>	Cumulative Donated for Account 3
271	<b>Dontd Rtd Curr</b>	Donated Returned Current Pay Period
272	<b>Dontd Rtd Curr Acct 1 Cum</b>	Cumulative Donated Returned for Account 1
273	<b>Dontd Rtd Curr Acct 2 Cum</b>	Cumulative Donated Returned for Account 2
274	<b>Dontd Rtd Curr Acct 3 Cum</b>	Cumulative Donated Returned for Account 3
275	<b>Balance Acct 1 Cum</b>	Balance Cumulative for Account 1
276	<b>Balance Acct 2 Cum</b>	Balance Cumulative for Account 2
277	<b>Balance Acct 3 Cum</b>	Balance Cumulative for Account 3
278	<b>Expiration Date Acct 1 Cum</b>	Expiration Date to Use or Expire By for Account 1
279	<b>Expiration Date Acct 2 Cum</b>	Expiration Date to Use or Expire By for Account 2
280	<b>Expiration Date Acct 3 Cum</b>	Expiration Date to Use or Expire By for Account 3



**Compensatory (Regular) Leave Section:**

Number	Field Description	Data Description
281	<b>Earn Curr PP</b>	Earned Current Pay Period
282	<b>Earn YTD</b>	Earned Year to Date
283	<b>Used Curr PP</b>	Used Current Pay Period
284	<b>Used YTD</b>	Used Year to Date
285	<b>Forf Curr PP</b>	Forfeited Current Pay Period
286	<b>Forf YTD</b>	Forfeited Year to Date
287	<b>Stat Cut Curr PP</b>	Statutory Cut Current Pay Period
288	<b>Stat Cut YTD</b>	Statutory Cut Year to Date
289	<b>Paid Curr PP</b>	Paid Current Pay Period
290	<b>Paid YTD</b>	Paid Year to Date
291	<b>Balance Curr PP</b>	Year to Date Balance
292	<b>PYCO</b>	Prior Year Carry Over
293	<b>U/L BY</b>	Use or Lose Hours Before Pay Period Ending Date of this L&E + 28 days
341	<b>U/L BY</b>	Use or Lose Hours Before Pay Period Ending Date of this L&E + 28 days

**Extended Compensatory Time (EXT COMP TIME) Section :**

Number	Field Description	Data Description
294	<b>Used Curr PP</b>	Used Current Pay Period
295	<b>Used YTD</b>	Used Year to Date
296	<b>Forf Curr PP</b>	Forfeited Current Pay Period
297	<b>Forf YTD</b>	Forfeited Year to Date
298	<b>Balance</b>	Year to Date Balance
299	<b>U/L BY</b>	Number of Hours to Expire by Pay Period Ending Date of this L&E + 28 days
342	<b>U/L BY</b>	Number of Hours to Expire by Pay Period Ending Date of this L&E + 28 days

**Donated Leave Recipient (RECPT) Section:**

Number	Field Description	Data Description
300	<b>PYCO YTD</b>	Prior Year Carry Over Year to Date
301	<b>Used B/W</b>	Used Current Pay Period
302	<b>Used YTD</b>	Used Year to Date
303	<b>Received B/W</b>	Received Current Pay Period
304	<b>Received YTD</b>	Received Year to Date
305	<b>Returned Curr PP</b>	Returned Current Pay Period
306	<b>Returned YTD</b>	Returned Year to Date
307	<b>Balance YTD</b>	Year to Date Prior Year Carry Over plus YTD Received minus YTD Used minus YTD Returned equals YTD Balance

**Religious Compensatory Time Section:**

Number	Field Description	Data Description
308	<b>Earn Curr PP</b>	Earned Current Pay Period
309	<b>Earn YTD</b>	Earned Year to Date
310	<b>Used Curr PP</b>	Used Current Pay Period
311	<b>Used YTD</b>	Used Year to Date
312	<b>Forf Curr PP</b>	Forfeited Current Pay Period
313	<b>Forf YTD</b>	Forfeited Year to Date
314	<b>Balance</b>	Year to Date Balance
315	<b>U/L BY</b>	Use or Lose Hours Before Pay Period Ending Date of this L&E + 28 days
343	<b>U/L BY</b>	Use or Lose Hours Before Pay Period Ending Date of this L&E + 28 days

**Time Off Award (TOA) Section:**

Number	Field Description	Data Description
316	<b>AWD 1 BAL</b>	Award 1 Balance
317	<b>AWD 2 BAL</b>	Award 2 Balance
318	<b>AWD 3 BAL</b>	Award 3 Balance
319	<b>AWD 4 BAL</b>	Award 4 Balance
320	<b>AWD 5 BAL</b>	Award 5 Balance
321	<b>AWD 6 BAL</b>	Award 6 Balance
322	<b>NEXT EXP DATE:</b>	Expiration Date of 1st Award to Expire

**Credit Hours Section:**

Number	Field Description	Data Description
323	PYCO YTD	Prior Year Carry Over Year to Date
324	Earn Curr PP	Earned Current Pay Period
325	Earn YTD	Earned Year to Date
326	Used Curr PP	Used Current Pay Period
327	Used YTD	Used Year to Date
328	Forf Curr PP	Forfeited Current Pay Period
329	Forf YTD	Forfeited Year to Date
330	Balance	Balance Year to Date

**Military Leave Section:**

Number	Field Description	Data Description
331	PYCO Days	Prior Year Carry Over Days Based on Fiscal Year
332	Used Ytd Dys	Used Year to Date Days
333	Used B/W Hrs	Used Biweekly Hours
334	Balance	Year to Date Balance (in days)

**Other Leave Section:**

Number	Field Description	Data Description
335	LWOP Curr	Leave Without Pay Hours Current Pay Period
336	LWOP YTD	Leave Without Pay Hours Year to Date
337	AWOL Curr	Absent Without Leave Hours Current Pay Period
338	AWOL YTD	Absent Without Leave Hours Year to Date
339	SUSP Curr	Suspension Hours Current Pay Period
340	SUSP YTD	Suspension Hours Year to Date
341	WG/Shift2 Biwk Hrs.	Wage Grade Shift2 Biweekly Hours
342	WG/Shift2 Biwk Amt	Wage Grade Shift2 Amount Paid
343	WG/Shift2 Adj Amt	Not Applicable
344	WG/Shift2 YTD Earn	Not Applicable
345	WG/Shift3 Biwk Hrs.	Wage Grade Shift3 Biweekly Hours
346	WG/Shift3 Biwk Amt	Wage Grade Shift3 Amount Paid
347	WG/Shift3 Adj Amt	Not Applicable
348	WG/Shift3 YTD Earn	Not Applicable

**SELECTION CRITERIA**

Includes employees with following criteria:

- Installation Code equal to user designated Center Code
- B/W Pay or B/W Deductions greater than zero